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The University of the State of New York

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# New York State Library

LIBRARY SCHOOL BULLETIN

No. 31—40 Vol. 4

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ALBANY

THE UNIVERSITY OF THE STATE OF NEW YORK

1917

Ls13m-Mr17-400 (7-4473)

## THE UNIVERSITY OF THE STATE OF NEW YORK

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With years when terms expire

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School Buildings and Grounds, FRANK H. WOOD M.A.

School Libraries, SHERMAN WILLIAMS Pd.D.

Statistics, HIRAM C. CASE

Visual Instruction, ALFRED W. ABRAMS Ph.B.







26  
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*New York State Library*  
*Albany, July 9, 1912*

*Hon. Andrew S. Draper*  
*Commissioner of Education*

DEAR SIR: I have the honor to present herewith and to recommend for publication, a third edition of the register or general catalog of the New York State Library School. The former editions were issued when the school was ten and fifteen years old. This year it will celebrate, at the dedication of the Education Building, its first quarter-centenary, at which occasion it is purposed to publish this new roster of its former students with their professional records.

Very truly yours  
J. I. WYER, JR  
*Director*

STATE OF NEW YORK  
EDUCATION DEPARTMENT  
COMMISSIONER'S ROOM

*Approved for publication this 12th day of July 1912*

*Augustus S. Downing*

*Acting Commissioner of Education*



# Education Department Bulletin

Published fortnightly by the University of the State of New York

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No. 521

ALBANY, N. Y.

JUNE 15, 1912

## New York State Library

Library School 31

### REGISTER

of

### NEW YORK STATE LIBRARY SCHOOL

January 5, 1887--December 31, 1911

#### PREFACE

This register continues the series which has appeared at irregular intervals since the opening of the school on January 5, 1887 under the name of the Columbia College School of Library Economy. Annual registers were issued in 1887 and 1888. The Library School Register, 1887-96, covering the first ten years of the school appeared in 1898 and the second register, covering 1887-1901, appeared in 1902. The present register covers the period from January 5, 1887 to December 31, 1911. Notices of positions obtained later than December 31, 1911 which came to the notice of the school while the compilation of the register was in progress have been included to make the record as nearly up to date as possible. These later positions are not included in any of the statistics on pages 103-4.

In nearly every case the information was received directly from the former students themselves and their desires in the description of positions held have been followed. In the few cases in which no later information was obtainable the entries of the old register were retained. Notices of any errors or omissions will be gratefully received.

The general plan of the 1887-1901 register has been followed but some important changes have been made. Membership in library associations and appointments to committee membership in such associations have been omitted to save space though elective offices are included whenever reported. Some material, primarily historic in character, has been omitted and will appear in modified form in a pamphlet, now in preparation, which will be devoted to the history of the first quarter-century of the school.

Manuscript records bringing the register to date are kept at the school, and all students are asked to help keep this record as complete and accurate as possible. A list of new positions for the fiscal year ending September 30th is published in each annual report. This list includes all changes of positions of which the school receives information in any way.

Current notes of changes of position are sent regularly to the Library Journal and Public Libraries.

A list of colleges from which students have received degrees has been prepared. Though primarily useful to the school itself, it may prove interesting and helpful to persons interested in the educational preparation of librarians, and it shows conclusively the representative character of the student body at all periods of the school's history.

Detailed accounts of the work of the school will be found in the annual reports of the school and in its annual circulars of information.

Most of the compilation and verification of the individual records has been done by Miss Edna M. Sanderson ('01) registrar of the school and Miss Lida C. Vasbinder ('11).

## ABBREVIATIONS

*	dead	*	med.	medical
agric.	agriculture, agricultural	mem.	member, memorial	
A. L. A.	American Library Association	mss	manuscripts	
acad.	academy	N. E. A.	National Educational Association	
Amer.	America, American	N. Y. L. A.	New York Library Association	
assn	association	N. Y. S. L.	New York State Library	
asst	assistant	p. l.	public library	
bldg	building	pres.	president	
circ.	circulating, circulation	prof.	professor	
clsfr	classifier	pub.	public, publishing	
co.	county, company	ref.	reference	
col.	college	R. R.	railroad	
com.	committee	rept	report	
comn	commission	sch.	school	
ctlgr	cataloger	sci.	science	
dept	department	sec.	secretary	
dict.	dictionary	sem.	seminary	
div.	division	soc.	society	
doc.	documents	sq.	square	
econ.	economy	sr	senior	
ed.	editor, edition	supt	superintendent	
educ.	education, educational	theol.	theological	
elem.	elementary	trav.	traveling	
exec.	executive	treas.	treasurer	
f. l.	free library	univ.	university	
f. p. l.	free public library	vice pres.	vice president	
govt	government	Y. M. A.	Young Men's Association	
hist.	history, historical	Y. M. C. A.	Young Men's Christian Association	
inst.	institute	Y. W. A.	Young Women's Association	
jr	junior	Y. W. C. A.	Young Women's Christian Association	
lib.	library, libraries	yr	year	
librn	librarian			
L. S.	Library School (New York State)			
M. E.	Methodist Episcopal			



## REGISTER

## FACULTY

Arranged with the exception of the director in chronological order of appointment.

**James Ingersoll Wyer, Jr** (University of Minnesota). M. L. S. (N. Y. S. L. S.). *Director*, 1908–date. Advanced reference work, American libraries, library administration, 1906–date.

See p. 43, no. 218.

**Melvil Dewey**. M. A. (Amherst) LL. D. (Syracuse and Alfred.) *Director*, 1887–1905. Library economy 1887–1905.

Amherst, B. A. 1874, M. A. 1877; LL.D. Syracuse univ. and Alfred univ. 1902; acting librarian Amherst College, 1872–76; consulting librarian Wellesley College, 1882–85; chief librarian Columbia University, 1883–88, director Columbia Library School and professor of library economy, 1887–88; secretary University of the State of New York, 1889–99; director N. Y. State Library and Home Education Department and director of Library School, 1889–1905.

Secretary A. L. A. 1876–90, 1897–98, treasurer 1876–77, 78–79, 80, president 1890–91, 1892–93, councilor 1891–1901, 1902–07, 1909–date, president A. L. A. publishing board 1893–95, president N. E. A. library department 1896–97; president Association of State Librarians, 1889–92; official representative of U. S. government at International Library Conference, London, 1897; councilor L. A. U. K. 1877; president N. Y. Library Association, 1890–92; vice president New York Library Club, 1887–88, president 1888–89; president American Library Institute, 1906–9.

**Walter Stanley Biscoe**. M. A. (Amherst). Advanced classification, bibliography, history of foreign books and libraries, 1887–date.

Amherst, B. A. 1874, M. A. 1877; librarian Taunton (Mass.) Public Library, 1875–76; assistant librarian Amherst College library, 1876–79, acting librarian 1879–83; catalog librarian Columbia University Library, 1883–89; lecturer on classification Columbia Library School, 1887–89; catalog librarian N. Y. State Library, 1889–97, senior librarian 1897–date, instructor Library School, 1889–date.

Vice president N. Y. Library Association, 1893–94, 1901–2.

**Mrs Salome Cutler Fairchild**. (Mt Holyoke) B. L. S. (N. Y. S. L. S.) *Vice director*, 1889–1905. Library seminar, loan work, selection of books, etc. 1887–1905.

Mt Holyoke Seminary, graduate 1875; N. Y. State Library School, B. L. S. 1891; cataloger Columbia University Library 1884–85, head cataloger 1885–89; instructor Columbia Library School, 1887–89; vice-director N. Y. State Library School, 1889–1905; librarian N. Y. State Library for the Blind, 1899–1905.

Assistant secretary A. L. A. 1889–92, councilor 1892–98, 1909–date, 2d vice president 1894–5, 1900–1; vice president New York Library Club, 1888–89; acting director Drexel Institute Library School, Nov. 1909–Feb. 1910.

**Ada Alice Jones**. (Wellesley). *Secretary of the faculty*, 1891–date. Advanced cataloging, 1888–1911.

See p. 12, no. 13.

**Harriet E. Green.** Dictionary cataloging, 1888-93.

Catalog assistant Boston Athenaeum, 1871-73, cataloger, 1885-? curator card catalogs Boston Public Library, 1873-83; instructor N. Y. State Library School, 1888-93.

**Florence Woodworth.** B. L. S. (N. Y. S. L. S.) *Director's assistant*, 1892-date. In charge of library school collections and practice work.

See p. 13, no. 22.

**Dunkin Van Rensselaer Johnston.** M. A. (Hobart). Bookbinding, reference work, 1890-1905.

Hobart, B. A. 1883, M. A. 1885; assistant librarian N. Y. State Library 1883-88, reference librarian 1889-1905, instructor Library School 1890-1905. Councilor A. L. A. 1891-92.

**May Seymour.** B. A. (Smith). Library editing and printing, 1891-1905. See p. 13, no. 19.

**Edith Davenport Fuller.** Dictionary cataloging, 1894-1903.

Assistant order department Boston Public Library 1879-81, associate chief of order department 1881-90; classifier and cataloger Peterboro (N. H.) Town Library, 1893, 1894; librarian Episcopal Theological School, Cambridge, Mass. 1891-date; instructor N. Y. State Library School, 1894-1903.

**William Reed Eastman.** M. A. (Yale) M. L. S. (N. Y. S. L. S.) Library administration, library buildings, 1895-date.

Secretary N. Y. Library Association 1893-99, president 1904-5.

See p. 23, no. 88.

**Martha Thorne Wheeler.** Indexing, 1895-date, selection of books, 1905-date.

See p. 22, no. 81.

**Ada Bunnell.** B. L. S. (N. Y. S. L. S.) Elementary classification, 1898-1907.

See p. 20, no. 69.

**Mary Louisa Sutliff.** Accession and shelf work, elementary cataloging, 1897-1904, in charge of summer course 1901-3.

See p. 28, no. 121.

**Corinne Bacon.** B. L. S. (N. Y. S. L. S.) Accession and shelf work, elementary cataloging, elementary classification, loan work, library seminar, in charge of summer course, 1903-10.

See p. 58, no. 335.

**Edna May Sanderson.** B. A. (Wellesley) B. L. S. (N. Y. S. L. S.) *Registrar*, 1905-date.

See p. 52, no. 289.

**Edwin Hatfield Anderson.** M. A. (Wabash). *Director*, 1906-8. Library administration, 1907-8.

See p. 22, no. 82.

**Frank Keller Walter.** M. A. (Haverford) B. L. S. (N. Y. S. L. S.) *Vice director*, 1908-date. Bookbinding, elementary reference work, expansive classification, library seminar, printing, 1908-date.

See p. 73, no. 447.

**Jean Hawkins.** B. M. (Smith) B. L. S. (N. Y. S. L. S.) Elementary classification, subject headings, 1910-date.

See p. 56, no. 317.

**Katharine Dame.** B. A. (Boston University). Cataloging 1910-date.

Boston University, B. A. 1894; Bryn Mawr College, 1894-95; Pratt Institute Library School, (graduate) 1900; chief cataloger Cornell University Library, 1900-3, assistant librarian in charge of cataloging 1903-10; instructor N. Y. State Library School, 1910-date; cataloger in charge of subject headings N. Y. State Library, 1911-date.

**Jennie Dorcas Fellows.** Accession and shelf work, cataloging, 1911-date. See p. 38, no. 183.

## STUDENTS

### Arranged by classes

Facts are given in the following order: (1) library school credentials and attendance; (2) residence before entrance; (3) college connection; (4) positions; (5) elective offices in national, state, local and New York State Library School Associations; (6) reported address at date of publication of this register.

If a student is registered as attending the school while filling a position, it signifies a leave of absence.

**Columbia certificate.** This certificate was granted by Columbia University to students who completed the course there before the school was transferred to the New York State Library in 1889.

**First year certificate.** This certificate shows that the holder has met all entrance requirements and has completed satisfactorily the work and examinations of junior year. As the completion of the work of the first year is implied in the degree, in recent years this certificate has not always been given to students receiving the degree B. L. S.

**Diploma.** This shows that the holder has met all entrance requirements, has received at least one year's instruction in residence at the school, has passed each examination of the two years' course with a standing of not less than 75 per cent and has submitted a satisfactory bibliography. It is also granted to holders of Columbia certificates who have passed all library examinations of the New York State Library School and have submitted the required graduation bibliography.

**Honor credentials.** Up to and including 1906, if three-fourths of all required work had been completed with an examination standing of 90 per cent or over, the credential was issued "with honor." Since 1906 no "honor" credentials have been issued.

**B. L. S.** Beginning with the class of 1902, all graduates of registered colleges who complete the two years' course receive the degree B. L. S. (bachelor of library science). It is also granted to holders of Columbia certificates, who have passed all library examinations of the New York State Library School, submitted the required graduation bibliography and have been engaged for ten years in successful library work, accepted as satisfactory by vote of the faculty. In classes of the New York State Library School before that of 1902 the degree was conferred only on graduates who won honors in three-fourths of the course, and who submitted diplomas or certificates from registered colleges or passed examinations covering at least two full years of general college work, three-fourths with honor.

**M. L. S.** The degree M. L. S. (master of library science) is conferred

only on graduates of recognized fitness and character who, after having received the degree, bachelor of library science, have been successfully engaged not less than five years in professional library work and who present a satisfactory thesis, bibliography or catalog, and pass such further examinations as the faculty may prescribe.

## CLASS OF 1888

- 1 \* **Bonnell, Kate.** L. S. Jan.-May 1887.  
San Francisco; ctlgr New York free circ. lib. '87; died, 7 Sept. '90.
- 2 \* **Burgess, Harriet P.** L. S. Jan.-May 1887.  
New York City; died, 7 Feb. '96.
- 3 **Catlin, George.** L. S. Jan.-June 1887.  
Birmingham, Eng.; before entering L. S. asst librn Birmingham free libraries; ctlgr University club, New York City, winter '87.
- 4 **Chapman, Lillian Howe.** L. S. Jan.-July, Sept.-Dec. 1887.  
Cottage City, Mass.; librn Cottage City lib. assn, Oct. '85-Oct. '86; on lib. com. May '83-July '94; asst librn Y. W. C. A., New York City, June-Dec. '87; clsfr and ctlgr Vineyard Haven (Mass.) p. l. July-Sept. '96; proprietor Cottage City lending lib. July '93-'06; clsfr & ctlgr Plainville (Conn.) p. l. Oct.-Dec. '07; clsfr & ctlgr Woodstock (Conn.) p. l. Jan.-Feb. '08; special ctlgr Brooklyn p. l. Mar.-June '08; clsfr & ctlgr Windsor (Conn.) p. l. Sept.-Nov. '08; clsfr & ctlgr Morgan Memorial lib., Boston, Dec. '11-Jan. '12.  
*Present address.* Oak Bluffs, Mass. or Care of Miss C. M. Hewins, Public Library, Hartford, Conn.
- 5 **Cole, George Watson.** *Columbia certificate.* L. S. 1887-88.  
New York City; ctlgr Fitchburg (Mass.) p. l. Aug. '85-Oct. '86; librn Pratt inst. f. l., Brooklyn, Nov. '86-Sept. '87; asst Newberry lib., Chicago, Apr. '88-Dec. '91; librn Jersey City p. l. Jan. '91-Nov. 95; lecturer Pratt inst. lib. sch. Apr. '01-'03; ctlgr E. Dwight Church collection, Dec. '01-May '09; treas. A. L. A. '93-'96; vice pres. N. J. lib. assn '91-'94, pres. '94-'95; sec. New York lib. club '92-'93, pres. '93-'94, '09-'10;  
*Present address.* Hollywood, Cal.
- 6 \* **Denio, Lillian.** *Columbia certificate.* L. S. Jan. 1887-Jan. 1889.  
Albion, N. Y.; Wellesley '76-'77, '78-'79; asst Wellesley col. lib. July-Aug. '87; ctlgr Union for Christian work, Brooklyn, Nov. '87-Feb. '88; ctlgr Grand Rapids (Mich.) p. l. Feb. '89-Mar. '90; librn Bryson lib., Teachers col., Columbia univ., Apr. '90-June '96; vice pres. New York lib. club, 1894-95; died, 1 June '01.
- 7 **Fernald, Harriet Converse** (Mrs John A. Pierce). *Columbia certificate.* L. S. 1887-88, Dec. 1888-Jan. 1889.  
Orono, Me.; Maine State col. B. S. '84, M. S. '88; ctlgr Saugus (Mass.) p. l. May-June '87; clsfr Bowdoin col. lib. Aug.-Oct. '87; ctlgr Union for Christian work, Brooklyn, Nov. '87-Feb. '88; ctlgr Pennsylvania state col. lib., State College, Dec. '89-June '90; ctlgr Maine state col. lib., Orono, Aug.-Nov. '88, Feb.-June '89, librn Dec. '90-July '97, in charge of class in lib. econ. Sept. '94-June '97; sec. Maine lib. assn, '91-'97; married John Alvin Pierce, 17 Aug. '97.  
*Present address.* Orono, Me.

- 8 Godfrey, Lydia Boker.** *Columbia certificate.* L. S. Jan.-Apr. 1888.

Wellesley, Mass.; Vassar '72-'74; Boston univ. Ph. B. '78; 1st asst order dept, Boston p. l. '81-'83; supt catalog dept Wellesley col. lib. '83-'88, ref. librn Sept. '88-Aug. '93, librn Sept. '93-'03, instructor in bibliography Apr. '88-'03.

*Present address.* Director, Glen Tor Ceramic Studio, Grand View-on-Hudson, N. Y.

- 9 Goodrich, Harriet.** L. S. Jan.-Feb. 1887.

Northampton, Mass.

- 10 \* Griswold, Harriet Sherman.** L. S. Jan.-May 1887.

Batavia, N. Y.; librn Batavia p. l. '83-'86; asst librn Y. W. C. A., New York City, Apr.-June '87, librn June '87-June '88; died, 2 Feb. '89.

- 11 Hutchins, Annie Eliza.** L. S. 1887.

Cambridge, Mass.; formerly of Harvard univ., Boston p. l. & Cornell univ. lib.; ctlgr Columbia univ. lib.; instructor in dict. cataloging, L. S. '87; ctlgr Newberry lib., Chicago; ctlgr Yale univ. lib. '90-June '10.

- 12 Jackson, Annie Brown.** *Columbia certificate.* L. S. 1887-88.

North Adams, Mass.; Smith, B. A. '82, M. A. '85; on North Adams p. l. book com. '85-'96, pres. board of trustees, '96-date; 1st vice pres. L. S. assn, '94-'95.

*Present address.* 6 Quincy st., North Adams, Mass.

- 13 Jones, Ada Alice.** *Columbia certificate.* L. S. 1887-88.

Chester, Geauga co., O.; Wellesley '78-'80, '81-'82; ctlgr Wellesley col. lib. July '82-Sept. '87; asst librn Y. W. C. A., New York City, Nov. '87-May '88; ctlgr Columbia univ. lib. May '88-Mar. '89; librn Woman's lib., World's Columbian exposition, Chicago, July-Aug. '93; ctlgr N. Y. S. L. Apr. '89-Sept. '92, head ctlgr Oct. '92-date, instructor in cataloging, L. S. Oct. '88-Mar. '11, sec. of faculty Feb. '91-date; pres. L. S. assn, '98-'99.

*Present address.* State Library, Albany, N. Y.

- 14 Knowlton, Frances S.** L. S. Jan.-Apr. 1887.

Holland Patent, N. Y.

*Present address.* Jacksonville, Fla.

- 15 Miller, Eulora** (Mrs Rufus P. Jennings). *Columbia certificate.* L. S. 1887-88.

Lafayette, Ind.; Purdue univ., B. S. '78; librn Purdue univ., Lafayette, '78-'80; asst librn Lafayette p. l. '82-'87, librn '88; librn Pratt inst. f. l., Brooklyn, '89-'90; married Rufus Platt Jennings, 20 Nov. '90.

- 16 Nelson, Martha Furber.** L. S. Jan.-June 1887.

Trenton, N. J.; asst librn New York free circ. lib. Jan. '86-Jan. '87; clsfr Pratt inst. f. l., Brooklyn, Aug.-Sept. '87; librn Union lib., W. C. T. U., Trenton, N. J. Oct. '87-Sept. '95; librn and instructor in bibliography New Jersey State normal sch., Trenton, Sept. '95-date; sec. N. J. lib. assn, '90-'93, vice pres. '94-'96; compiler of N. E. A. index (1857-1906) '07.

*Present address.* 907 Edgewood av., Trenton, N. J.

- 17 Patten, Frank Chauncy.** *Columbia certificate.* L. S. 1887-88.

Ripon, Wis.; Ripon col. '85-'86; Harvard graduate sch. '99-'01; asst librn Ripon col. '83-'86; ctlgr New York free circ. lib. May-Dec. '87; evening ref. clerk Columbia univ. lib. Oct. '87-Mar. '88, catalog curator

& ref. clerk, Apr. '88-Mar. '89; catalog & shelf curator N. Y. S. L. Apr. '89-July '92; consulting librn Y. M. C. A. lib., Albany, N. Y. '90-'92; librn Helena (Mont.) p. l. Aug. '92-July '99; asst librn New York p. l. Mar.-June '03; librn Rosenberg lib., Galveston, Tex. July '03-date; treas. L. S. assn '95-'96, pres. '01-'02.

*Present address.* Rosenberg Library, Galveston, Tex.

- 18 Plummer, Mary Wright.** *Columbia certificate.* L. S. Jan. 1887-Mar. 1888.

Chicago, Ill.; Wellesley '81-'82; instructor in cataloging, L. S. Nov.-Dec. '87; asst in charge cataloging dept, St Louis p. l., Apr. '88-Apr. '90; librn Pratt inst. f. l., Brooklyn, Nov. '90-June '96, librn & director dept of libraries, June '96-'04, director Pratt inst. lib. sch. '96-'11 (year's leave of absence in Europe '94-'95); contributing ed. *Public Libraries*, May '96-date; nonresident lecturer, Atlanta & Pittsburgh, L. S. '96-date; U. S. official delegate at International lib. congress, Paris, '00; in charge of A. L. A. exhibit, Paris exposition 1900, July-Aug. '00; principal Lib. sch., New York p. l., 1911-date; 2d vice pres. A. L. A. '99-'00, '03-'04, '11-'12, councilor, '96-'01, '08-date; sec. N. Y. L. A. '92-'93, pres. '06.

*Present address.* New York Public Library, 476 Fifth av., New York, N. Y.

- 19 Seymour, May.** *Columbia certificate.* L. S. 1887, 1888-89.

Binghamton, N. Y.; Smith, B. A. '80; clsgr and ctlgr Osterhout f. l. Wilkesbarre, Pa. '87-'88; ctlgr Columbia univ. lib. '88-'89; clsfr N. Y. S. L. Apr. '89-Mar. '91, educ. librn Apr. '91-Feb. '06, instructor in lib. printing & editing, L. S. '91-'04; associate ed. A. L. A. Catalog; '02-'04; ed. 7th ed. *Decimal Classification*, 1906-'11.

*Present address.* Lake Placid Club, Essex Co., N. Y.

- 20 Stott, Janet Elizabeth** (Mrs Richard Lavery). L. S. Jan.-Apr. 1887.

New York City; asst librn New York free circ. lib. Feb. '82-June '89; married Richard Lavery, 25 Sept. '89.

- 21 Talcott, Eliza S.** L. S. Jan.-May 1887.

Elmwood, Conn.; Vassar, B. A. '69; ctlgr Connecticut Mutual Life Insurance Co. lib. Hartford, Oct.-Nov. '87; asst ctlgr Union for Christian work, Brooklyn, Dec. '87-Mar. '88; asst librn Hartford (Conn.) p. l. Mar. '88-Apr. '95.

*Present address.* Elmwood, Conn.

- 22 Woodworth, Florence.** B. L. S. 1900. L. S. 1887, Jan.-July 1889.

St Louis, Mo.; ctlgr Osterhout f. l. Wilkesbarre, Pa. Aug. '87-Dec. 88; ctlgr Columbia univ. lib. Jan.-Apr. '89; librn Woman's lib., World's Columbian exposition Chicago, July-Aug. '93; ctlgr N. Y. S. L. Apr. '89-Sept. '92, director's asst Oct. '92-date, in charge of preparation of A. L. A. exhibit for Paris exposition 1900, July '99-July '00, instructor in cataloging, L. S. Apr. '89-Sept. '95, registrar, L. S. Apr. '89-Sept. '92, director's asst, Oct. '92-date.

*Present address.* State Library, Albany, N. Y.

## CLASS OF 1889

**23 Baldwin, Elizabeth G.** *Columbia certificate.* L. S. 1887-89.

East Orange, N. J.; in charge lib. of Huguenot soc. of Amer. deposited in Columbia univ. lib. Apr. '89-Feb. '94; reviser Columbia univ. lib. cataloging dept, Apr. '89-Sept. '96; librn Bryson lib. Teachers col., Columbia univ. Oct. '96-date; lecturer in lib. econ., Extension teaching, Columbia univ. '07-'10; lecturer in lib. econ., Teachers col., Columbia univ. '10-date; vice pres. N. Y. L. A. '97-'99; vice pres. New York lib. club '95-'96, treas. '03-'04, pres. '09-'10.

*Present address.* Teachers College, Morningside Heights, New York, N. Y.

**24 Banks, Mrs Martha Howard (Gordon).** L. S. 1887-89.

New York City; ctlgr Newark (N. J.) f. p. l. July-Sept. '89, Jan.-May '90; ctlgr James Prendergast f. l. Jamestown, N. Y. July-Oct. '90; ctlgr Longstreet lib. Peddie inst., Hightstown, N. J. Dec. '90-Mar. '91; reorganizer Bennett lib. Wyoming sem., Kingston, Pa. Mar.-Dec. '91; clsfr & ctlgr Amer. soc. of mechanical engineers lib., New York City. Feb.-Apr. '92; organizer Slater lib., Jewett City, Conn. June '92-Feb. '93; ctlgr Springfield (Mass.) city lib. assn, July '95-May '97; ctlgr New York p. l. June '97-June '01; organizer Dyer lib., Saco, Me. July '01-Dec. '03; ctlgr Brooklyn p. l. July-Sept. '04.

*Present address.* 2914 Broadway, New York, N. Y.

**25 Brackett, Harriet.** L. S. Oct. 1888-Feb. 1889.

Lewiston, Me.; Bates, B. A. '84, M. A. '87; ctlgr Oberlin col. lib. '85-'87; ctlgr Columbia univ. lib. Oct. '84-'85, reviser & ctlgr Jan. '88-July '96.

**26 Browne, Nina Eliza.** B. L. S. 1891. L. S. 1887-89.

Amherst, Mass.; Smith, B. A. '82, M. A. '85; asst Columbia univ. lib. Apr. '88-Apr. '89; shelflister N. Y. S. L. Apr. '89-Jan. '92, June-Nov. '92; clsfr & ctlgr Phipp's scientific collection Carnegie f. l. Allegheny, Pa. Jan.-May, Dec. '92; librn Library bureau, Boston, Jan. '93-Nov. '01; registrar A. L. A. '89-'09; asst sec. A. L. A. pub. board, Oct. '96-July '01, sec. July '01-Aug. '09; asst Massachusetts f. p. l. comn Oct. '10-Apr. '11; asst Harvard col. lib. Feb. '11-date; asst sec. A. L. A. '93-'94, registrar '88-'09, councilor '09-date; recorder Mass. lib. club '97-'06, vice pres. '08-'09.

*Present address.* 44 Pinckney st., Boston, Mass.

**27 Clarke, Edith Emily.** *Columbia certificate.* L. S. 1887-89.

Syracuse, N. Y.; Syracuse univ., Ph. B. '81; ctlgr Alfred (N. Y.) univ. lib. July-Aug. '88; head ctlgr Columbia univ. lib. Apr. '89-June '90; ctlgr in charge Woman's lib., World's Columbian exposition, Chicago, May-Sept. '93; head ctlgr Newberry lib., Chicago, Aug. '90-Nov. '94; lecturer on dict. cataloging dept of lib. econ., Armour inst. of technology, Chicago, Apr.-Dec. '94; lecturer on lib. sci. Syracuse (N. Y.) p. l. Feb.-Mar. '95; ctlgr Office pub. doc., Washington, July-Dec. '95, chief ctlgr Jan. '96-June '98; librn Vermont univ. lib. Sept. '98-July '09;



instructor in govt. pub. & head ctgr Syracuse univ. lib. sch. & lib. Oct. '10-date; vice pres. Chicago lib. club, '93-'94; 2d vice pres. L. S. assn, '94-'95; sec.-treas. Vt. lib. assn, '03-'09; sec.-treas. Syracuse lib. club, '10-date.

*Present address.* Syracuse University Library, Syracuse, N. Y.

- 28 \* Cutler, Louisa Salome.** *Columbia certificate, honor 1st yr certificate 1893.* L. S. 1887-89.

Florence, Mass.; Mt Holyoke sem. graduate '86; clsfr Newark (N. J.) f. p. 1. Apr.-July '89; librn Aguilar f. l., New York City, Sept. '89-Sept. '91; clsfr Colgate univ. lib., Hamilton, N. Y. Nov. '91-May '92; librn A. L. A. lib., World's Columbian exposition, Chicago, July '92-Nov. '93; librn Utica (N. Y.) p. 1. Nov. '93-Aug. '95; asst sec. A. L. A. '93-'95; died, 2 Aug. '95.

- 29 Gilmore, David Chandler.** L. S. Nov. 1887-Feb. 1888.

Rochester, N. Y.; Univ. of Rochester, B. A. '87, M. A. '91; librn Railroad men's lib. (branch Y. M. C. A.) New York City, Feb. '88-Aug. '90; prof. Eng. literature & librn Baptist col. Rangoon, Burma, 1909-date.

*Present address.* 2 Mission road, Rangoon, Burma.

- 30 Hopson, Ema Katherine** (Mrs Howard O. Sprogle). *Columbia certificate.* L. S. 1887-89.

Chicago, Ill.; ctgr Columbia univ. lib. Apr. '89-June '90; ctgr Newberry lib., Chicago, June-Sept. '90; married Howard Owen Sprogle, 20 Oct. '90.

- 31 Jones, Gardner Maynard.** L. S. Jan.-Nov. 1888.

Boston, Mass.; clsfr & ctgr Boston Book Co. Nov. '88-Feb. '89; librn Salem (Mass.) p. 1. Feb. '89-date; sec. Mass. lib. club '90-'91, pres. '93-'94; recorder A. L. A. '96-'97, treas. '97-'06, councilor, A. L. A. '07-'12; treas. A. L. A. pub. board, '08-'09.

*Present address.* Public Library, Salem, Mass.

- 32 \* Knapp, August.** L. S. 1887-89.

Kaiserlautern, Germany; died, 22 May '00.

- 33 Lee, Rev. Albert.** L. S. 1887-89.

Oneida, N. Y.; Harvard, '64-'71; Auburn theol. sem. graduate '74; Yale divinity sch. '74-'75; ctgr Summerfield M. E. church lib., Brooklyn, '88 ctgr Columbia univ. lib. '89-Apr. '92; ctgr Harlem lib., New York City, Apr. '92-Feb. '93; librn Mining bldg, World's Columbian exposition, Chicago, May-Oct. '93; ctgr private libraries in and near Boston, '94-?, including private lib. of Hon. R. M. Morse, Boston.

*Present address.* 58 Garden st., Malden, Mass.

- 34 \* Marsee, Isabella Rebecca** (Mrs Albert Lupton). *Columbia certificate.* L. S. 1888-89.

Indianapolis, Ind.; ref. librn Indianapolis p. 1. '82-'89; married Albert Lupton, 11 Dec. '89; died, 22 Sept. '95.

- 35 Medlicott, Mary.** *Columbia certificate.* L. S. 1887-89.

Longmeadow, Mass.; ctgr Alfred (N. Y.) univ. lib. July-Aug. '88; ctgr Bryson lib. Teachers col., Columbia univ. Jan.-Mar. '89, librn, Apr. '89-Apr. '90; ctgr Soc. for home study of Holy Scripture, New York

City, Aug. '89-Apr. '90; asst in charge ref. dept Springfield (Mass.) city lib. assn, Apr. '90-Jan. '98, ref. librn Jan. '98-date; consulting librn Richard Salter Storrs lib. Longmeadow, Mass. '10-date; vice pres. Mass. lib. club, '93-'94.

*Present address.* City Library, Springfield, Mass.

- 36 Palmer, Henrietta Raymer.** *Columbia certificate.* L. S. 1887-89.

Providence, R. I.; Bryn Mawr, B. A. '93; ctlgr Newark (N. J.) f. p. l. Apr.-July '89; ctlgr Lilly lib., Florence, Mass. July-Sept. '89; asst librn A. L. A. lib., World's Columbian exposition, Chicago, June-July '93; ctlgr Bryn Mawr col. lib. Sept. '89-June '90, acting librn '90-'91, associate librn '93-Sept. '95, librn Sept. '95-Mar. '98; (leave of absence in Europe, Sept. '97-Mar. '98); head of cataloging dept Worcester (Mass.) f. p. l. Feb.-June '99; librn & recording sec. New Jersey hist. soc., Newark, Sept. '99-Jan. '01; special ctlgr Brown univ. lib. '01-'02; organizer Richards mem. lib., N. Attleboro, Mass. '02-'03.

*Present address.* Care of Messrs Brown, Shipley & Co., 123 Pall Mall, S. W., London, Eng.

- 37 Prescott, Harriet Beardslee.** *Columbia certificate.* L. S. 1887-89.

Jamaica Plain, Mass.; Mt Holyoke sem. graduate '86; clsf & ctlgr Columbia univ. lib. Apr. '89-Sept. '99, supervisor catalog dept Oct. '99-date, director apprentice class '04-'11; sec. New York lib. club '93-'95, vice pres. '97-'98; asst sec. A. L. A. '96-'97; sec. N. Y. L. A. '10-'11.

*Present address.* Columbia University Library, New York, N. Y.

- 38 Richardson, Mary Abbie.** L. S. Jan.-June 1888.

Woburn, Mass.; clsfr & ctlgr Atlanta univ. lib. Sept. '88-June '89, librn June '89-Mar. '91; librn New London (Conn.) p. l. Mar. '91-Sept. '01; supervisor classification & cataloging of Bill mem. lib., Groton, Conn. Oct. '98-Feb. '99; indexer Perkins private collection of books & mss, New London, Conn., Oct. '05-Feb. '06; asst Wesleyan univ. lib., Middletown, Conn. '06-date; asst sec. Conn. lib. assn '92-'93, vice pres. '93-'94, sec. '94-'97.

*Present address.* Wesleyan University Library, Middletown, Conn.

- 39 Rose, Eleanor Waterhouse.** L. S. 1887-88.

Hartford, Conn.; librn State normal training sch., New Britain, Conn. '76-'77; asst librn Y. W. C. A., New York City, '86-'87; librn Framingham (Mass.) town lib. '88-'89; ctlgr private lib., Hartford, Conn. Sept. '89-Mar. '90.

- 40 Stanton, Irving Gardiner.** L. S. Dec. 1887-Feb. 1889.

New Bedford, Mass.; Harvard, B. A. 1881; lib. work in connection with editorial work.

*Present address.* 51 High st., Montclair, N. J.

- 41 Swayze, Mary Camilla.** *Diploma 1891.* L. S. 1887-88, 1889-90.

Newton, N. J.; Smith, '80-'81; librn Y. W. C. A., New York City, Sept. '88-June '89; clsfr & ctlgr Flushing (N. Y.) high sch. lib. Feb.-Mar. '94.

*Present address.* 946 Broad st., Newark, N. J.

- 42 Underhill, Caroline Melvin.** *Columbia certificate.* L. S. 1887-89.

Derry, N. H.; clsfr & ctlgr New York City normal col. alumnae lib. Oct. '88-Apr. '89; ctlgr Newark (N. J.) f. p. l. Apr. '89-May '91; librn

Apprentices' lib., Philadelphia, Pa. May '91-June '94; acting librn Utica (N. Y.) p. l. Sept.-Nov. '94, special asst on printed finding list Nov. '94-May '95, librn Aug. '95-date; treas. Pa. lib. club, '92-'94; 1st vice pres. L. S. assn, '96-'97.

*Present address.* Public Library, Utica, N. Y.

**43 Ward, Ama Howard.** *Columbia certificate.* L. S. 1887-89.

Amherst, Mass.; Amherst summer sch. of lib. econ. '94; asst librn Y. W. C. A., New York City, Apr.-Aug. '88, acting librn Sept.-Dec. '88, librn June '89-July '90; substitute librn Harris inst., Woonsocket, R. I. Apr.-Aug. '97, librn Sept. '97-date; 2d vice pres. R. I. lib. assn, '06-'07.

*Present address.* Harris Institute, Woonsocket, R. I.

**44 Wire, George E.** *Columbia certificate.* L. S. Jan. 1888-89.

Evanston, Ill.; Northwestern univ. med. sch. (Chicago med. col.) M. D. '83; Kent col. of law, Chicago, LL.B. '95; asst librn Northwestern univ. lib., Evanston, Ill. Sept. '85-Dec. '87; asst Columbia univ. lib. Apr. '89-June '90; temporary librn Kankakee (Ill.) p. l. Mar. '96; supt med. dept Newberry lib., Chicago, July '90-Dec. '95, librn Amer. med. assn Newberry lib., May '95-May '96; lecturer dept of lib. econ. Armour inst. of technology, Chicago, Sept. '93-June '96; clsfr Evanston (Ill.) p. l. Feb.-Aug. '96; ctlgr private lib. of Col. H. C. Clarke, Kankakee, Ill. Nov. '96; clsfr & ctlgr Northwestern univ. med. sch. lib., Chicago, Dec. '96; clsfr & ctlgr Laporte (Ind.) p. l. Aug. '97; clsfr & ctlgr Ohio board of health lib., Columbus, Dec. '97-Feb. '98; clsfr & ctlgr books & mss given by Mr William Deering to Garrett Biblical inst., Evanston, Oct., Dec. '97, Feb.-Mar. '98; director Ohio state univ. summer sch. June-July '98; deputy librn Worcester (Mass.) County law lib. Aug. '98-date; lecturer dept of lib. sci., Simmons col., Boston, '05-date; mem. board of directors Worcester (Mass.) p. l. '04-'09; asst sec., A. L. A. '95; sec. Chicago lib. club '91-'92, vice pres. '95-'96; sec. L. S. assn '94-'95, 2d vice pres. '95-'96, treas. '96-'98.

*Present address.* Worcester County Law Library, Worcester, Mass.

#### CLASS OF 1890

**45 Abbott, Herbert Vaughan.** L. S. 1888-89.

Cornwall-on-the-Hudson, N. Y.; Amherst, B. A. '85.

**46 Adams, Gertrude.** L. S. 1888-89.

New York City.

**47 Beebe, Elizabeth H.** L. S. Oct. 1888, Oct. 1892.

Westfield, N. J.; Cornell '83-'84.

**48 Blake, Harriet Cummings** (Mrs Frederick J. Pingree). L. S. Jan.-Feb. 1889.

Woburn, Mass.; Wellesley, B. A. '80; ctlgr Boston p. l. Oct. '80-Oct. '86; ctlgr Smith col. lib., Northampton, Mass. Nov. '87-Apr. '88; ctlgr Nashua (N. H.) p. l. Mar. '89-Feb. '91; indexer educ. reports Connecticut board of educ., Hartford, Sept.-Dec. '91, ctlgr educ. pamphlets, Oct.-Dec. '93; ctlgr Connecticut state normal sch. lib., New Britain, Dec. '91-Dec. '92; instructor in dict. cataloging, L. S. '93; revised dict. catalog for A. L. A. lib., World's Columbian exposition, Chicago, '93; ctlgr Gordon-

Nash lib., New Hampton, N. H. Mar.-July '96; married Frederick Judson Pingree, 4 Jan. '99.

- 49 **Brainerd, Helen Elvira** (Mrs Edward H. Lay). L. S. 1888-89.

Thompsonville, Conn.; Mt. Holyoke sem. graduate '87; ctlgr Columbia univ. lib. Apr. '89-June '99; married Edward Herman Lay, 17 Aug. '99.

- 50 **Burdick, Esther Elizabeth**. *Diploma 1891*. L. S. 1888-90.

Brewster, N. Y.; clsfr & ctlgr Orange (Mass.) town lib. Sept.-Nov. '90; ctlgr Union for Christian work, Brooklyn, Nov. '90-Feb. '91; head ctlgr Jersey City p. l. Feb. '91-Feb. '94, asst librn, Mar. '94-Nov. '95, acting librn Dec. '95-July '96, librn July '96-date; vice pres. N. J. lib. assn '96-'97.

*Present address*. Public Library, Jersey City, N. J.

- 51 **Cattell, Sarah Ware**. *Honor diploma 1891*. L. S. 1888-90.

Germantown, Pa.; Wellesley '87-'88; clsfr & ctlgr Norfolk (Conn.) lib. June-Sept. '89; librn Y. W. C. A., New York City, Sept. '90-June '96; asst librn Drexel inst., Sept. '97-Oct. '03, instructor Drexel inst. lib. sch. Oct. '97-Oct. '03; treas. Woman's foreign missionary soc. of the Presbyterian church, Philadelphia, Feb. '05-date.

*Present address*. Woman's Foreign Missionary Society of the Presbyterian Church, Philadelphia, Pa.

- 52 **Clark, Josephine Adelaide**. L. S. 1888-89.

Waltham, Mass.; Smith, B. A. '80; ctlgr Union for Christian work, Brooklyn, Nov. '89-Mar. '90; ctlgr Brooklyn inst. Mar.-June '90; asst librn Harvard univ. herbarium lib. Aug. '90-Sept. '91; botanical bibliographer, botanical div. U. S. dept of agric., Washington, Sept. '91-Oct. '93, asst librn U. S. dept of agric. Oct. '93-Dec. '00, librn, Jan. '01-July '07; librn Smith col. lib. July '07-date; vice pres. D. C. lib. assn '98-'99.

*Present address*. Smith College Library, Northampton, Mass.

- 53 **Fowler, Mary**. L. S. 1888-89.

Gouverneur, N. Y.; Cornell, B. S. '82; librn Gouverneur reading room, Jan. '86-Oct. '88; clsfr & ctlgr Norfolk (Conn.) lib. Nov. '89-Feb. '90; clsfr & catlgr Northfield (Mass.) sem. lib. Mar.-May '90; 1st ctlgr Cornell univ. lib. Aug. '90-'99, asst librn in charge of catalog '99-July '03, 1st ctlgr, Aug. '03-Dec. '06, curator Fiske Italian collections, Jan. '07-date, ed. catalog of Fiske Petrarch collection, July '11-date.

*Present address*. Cornell University Library, Ithaca, N. Y.

- 54 **Green, Katherine Laura** (Mrs Edward C. Rouse). L. S. Oct. 1888-Mar. 1889.

Brooklyn, N. Y.; ctlgr Franklin typographical soc., Boston, 3 mos. in winter of '85-'86; ctlgr Newark (N. J.) f. p. l. Apr.-Aug. '89; asst order dept, Boston p. l. Apr.-Oct. '90; asst Boston Athenaeum, Oct. '89-Mar. '90, ctlgr Oct. '90-Feb. '91; head ctlgr St Louis p. l. Feb. '91-Jan. '94; married Edward Cavender Rouse, 7 Mar. '94.

- 55 \* **Harvey, Elizabeth**. *Diploma 1891*. L. S. Oct.-Dec. 1888, 1889-90.

Wilkesbarre, Pa.; ctlgr Osterhout f. l., Wilkesbarre, Pa. Jan.-Sept. '88, clsfr & ctlgr Jan.-Oct. '89; clsfr & ctlgr Y. M. C. A., Cooperstown, N. Y. July-Aug. '90; ctlgr N. Y. S. L. Oct. '90-Sept. '93; bibliographer, Philadelphia, Nov. '93-'09; asst Winona technical inst., Indianapolis, '06; died, 10 July '09.

**56 Kent, Henry Watson.** L. S. 1888.

Boston, Mass.; ctgr Columbia univ. lib. '84-Oct. '86, Mar.-Nov. '88; libr Peck lib. & curator Slater mem. museum, Norwich (Conn.) free academy, Nov. '88-July '00; (leave of absence in Europe Jan.-Aug. '93); asst libr Grolier club, New York City, Sept. '00-'03, libr '03-Mar. '05; asst sec. Metropolitan museum of art, New York City, Apr. '05-date; vice pres. Conn. lib. assn, '99-'00; treas. New York lib. club '04-'05, pres. '05.

*Present address.* Metropolitan Museum of Art, New York, N. Y.

**57 Lathrop, Henrietta Sprague.** L. S. 1888-89.

Flushing, N. Y.

**58 Loomis, Mrs Mary Louise (Wellman).** 1st yr certificate 1892. L. S. 1888-89, 1891-92.

Cherokee, Ia.; Lenox col. B. A. '79, M. A. '89; Univ. of Michigan, '84-'85; accession clerk N. Y. S. L. Oct. '89-July '91; clsfr & ctgr Iowa col. lib., Grinnell, Jan.-Apr. '93; libr Woman's lib., World's Columbian exposition, Chicago, '93; clsfr & ctgr Boone (Ia.) f. p. l. June-Aug. '94; clsfr & ctgr Mankato (Minn.) f. p. l. Jan. '95; clsfr & ctgr Ladies' lib. assn, Cherokee, Ia. Feb.-Aug. '95; asst Univ. of Michigan lib. Oct. '95-Aug. '97; libr Cherokee art club, Oct. '01-date; clsfr & ctgr band & orchestral collection of music of Cherokee State hospital; clsfr & ctgr private lib. of Dr M. Nelson Voldeng, Cherokee State hospital; asst in gen. lib. of Cherokee State hospital; sec. Iowa lib. soc; '93-'94.

*Present address.* Cherokee, Ia.

**59 Metcalf, Anna.** L. S. Jan.-Apr. 1888.

Woonsocket, R. I.; libr Harris inst., Woonsocket, Oct. '83-Aug. '97, (leave of absence in Europe Apr.-Oct. '90, June-Sept. '94, Apr.-Aug. '97); ref. libr Brown univ. lib. Sept. '97-July '01; recataloged Harris inst. lib.

*Present address.* 2032 E. 115th st., Cleveland, O.

**60 Robinson, Mary.** L. S. 1888-89.

New York City; Smith '81-'82.

**61 Sherman, Deborah Keith** (Mrs William H. Rockwood). L. S. 1888-89.

Yonkers, N. Y.; on Y. W. C. A. lib. com., New York City, Apr. '89-date; on com. on Inst. & Lib. of Self-supporting Women, Yonkers, N. Y. Dec. '91-date, chairman cataloging com. July '93-date; married William Hewitt Rockwood, 9 Apr. '96.

**62 Sutermeister, Louise Mathilde** (Mrs Silas C. Delap). *Diploma 1891.* L. S. 1888-89, 1890-91.

Kansas City, Mo.; ctgr Wellesley col. lib. Sept. '91-June '92; ctgr Library Co. of Philadelphia, Oct. '92-Dec. '94; libr Eau Claire (Wis.) p. l. Dec. '94-Dec. '96; vice pres. Wis. lib. assn, '96-'97; married Silas Charles Delap M. D., 24 Dec. '96.

**63 Temple, Mabel.** *Diploma 1891.* L. S. 1888-90.

North Adams, Mass.; ctgr Jackson (Mich.) p. l. July '90-Feb. '91; ctgr N. Y. S. L. Mar.-July '91; ctgr Colgate univ. lib., Hamilton, N. Y. Aug. '91-May '92; clsfr & ctgr Crandall f. l., Glens Falls, N. Y. Oct.-Nov. '92; ctgr Union for Christian work, Brooklyn, Jan.-Mar. '93; clsfr & ctgr Brown univ. lib., Providence, R. I. July '93-Jan. '94.

head ctlgr Oct. '94-Sept. '99; asst North Adams (Mass.) p. l. '86-'88, librn Oct. '99-date; vice pres. Mass. lib. club; vice pres. Western Mass. lib. club.

*Present address.* Public Library, North Adams, Mass.

- 64 \*Trask, Mrs Rhoda Jeannette.** L. S. 1888-89.

Lawrence, Kans.; librn Lawrence p. l. 15 yrs; died, 5 June '90.

- 65 Underhill, Adelaide.** L. S. 1888-89.

New York City; Vassar, B. A. '88; ctlgr Columbia univ. lib. Oct. '90-June '92; asst librn Vassar col. lib. June '92-'94, ref. librn '94-'10, associate librn '10-date.

*Present address.* Vassar College Library, Poughkeepsie, N. Y.

- 66 Weeks, Mary Frost.** L. S. 1888-89.

Montclair, N. J.; ctlgr Union for Christian work, Brooklyn, Oct. '89-Apr. '90, Oct. '90-Mar. '91, Oct. '91-Feb. '92; ctlgr Bryson lib., Teachers col., Columbia univ. Feb.-June '92; ctlgr Montclair (N. J.) pub. sch. lib. '92-'93; librn Montclair p. l. Sept. '93-Oct. '97.

*Present address.* 95 S. Mountain av., Montclair, N. J.

- 67 Winsor, Beatrice.** L. S. Oct. 1888.

Newark, N. J.; French & German ctlgr Newark (N. J.) f. p. l. '89-'93, asst librn June '94-date, acting librn June '01-Jan. '02; sec. N. J. lib. assn, '93-'98, pres. '08; councilor, A. L. A. '09-'12.

*Present address.* Public Library, Newark, N. J.

#### CLASS OF 1891

- 68 Ball, Lucy.** L. S. 1889-90.

Grand Rapids, Mich.; asst librn Grand Rapids p. l. July '86-Oct. '89, 1st asst librn Sept.-Oct. '90, acting librn Oct. '90-Jan. '91, librn Jan. '91-Sept. '00; treas. Mich. lib. assn, '91-'98.

*Present address.* 788 Wealthy av., Grand Rapids, Mich.

- 69 Bunnell, Ada.** B. L. S. 1891. L. S. 1889-91.

Flint, Mich.; Univ. of Michigan, '78-'82; ctlgr Lilly lib., Florence, Mass. June '90; librn Y. W. C. A., Albany, N. Y. Sept.-Dec. '91; ctlgr N. Y. S. L. Oct.-Nov. '91, head clsfr Dec. '91-'06; clsfr Dalton (Mass.) f. p. l. June '93; instructor in elem. classification, L. S. May '98-'07; sub librn (medicine) N. Y. S. L. '03-date; sec. med. lib. assn, '07-'09.

*Present address.* State Library, Albany, N. Y.

- 70 Burns, William Savage.** B. L. S. 1891. L. S. 1889-91.

Bath, N. Y.; Yale, B. A. '87; ctlgr private lib. of Ira Davenport, Bath, N. Y. Aug.-Oct. '91; librn Ypsilanti (Mich.) state normal sch. Oct. '91-June '92; ctlgr N. Y. S. L. Oct. '92-June '95; asst on printed catalog A. L. A. lib., World's Columbian exposition, Chicago, Apr.-Dec. '93; ctlgr & indexer U. S. pub. doc. lib., Washington, July '95-Apr. '07; trustee Davenport lib., Bath, N. Y. Feb. '11-date; treas. D. C. lib. assn Dec. '03-Jan. '06.

*Present address.* Bath, N. Y.

- 71 Champlin, Eva St Clair.** L. S. Oct. 1889-Jan. 1890.

Alfred, N. Y.; Alfred univ. B. L. '87, M. Lit. '88; graduate scholar in English, Bryn Mawr, '95-'96; librn Alfred univ. lib., Alfred, N. Y. '88-'91, '92-'93; student asst Bryn Mawr col. lib., Bryn Mawr, Pa.

'91-'92; libr Connecticut state normal sch., New Britain, '93-'94; clsfr & ctlgr Addison (N. Y.) p. l. July-Aug. '94; libr Conn. normal schools, Sept. '94-July '95; lecturer Conn. summer sch. for teachers, Norwich, July '95; clsfr & ctlgr Andover, (N. Y.) p. l. Nov. '99; clsfr & ctlgr, Elmira (N. Y.) col. lib. July-Aug. '00; clsfr & ctlgr Wells col. lib. Aurora, N. Y. May-Aug. '01; libr Riverside (Cal.) high sch. lib. Sept. '06-Apr. '07; head ctlgr Mechanics' Mercantile lib., San Francisco, Apr. '07-Apr. '08; asst Brooklyn p. l. May-Sept. '08; ctlgr N. Y. state sch. of agric., Alfred univ. '10-'11.

*Present address.* Alfred, N. Y.

**72 Crawford, Esther.** L. S. Nov. 1889-Mar. 1890, 1895-96.

Missouri Valley, Io.; Iowa agric. col., B. L. '87; ctlgr Iowa agric. col., Ames, Aug. '88-Oct. '89, Mar. '90-Dec. '91; ctlgr Sioux City (Ia.) p. l. July '92-Apr. '93, libr May '93-Aug. '95; principal instructor Cleveland summer sch. of lib. sci., Cleveland p. l. Aug.-Sept. '98, July-Aug. '00; head ctlgr Dayton (O.) p. l. Aug. '96-June '01; principal instructor Iowa lib. comm summer sch. for lib. training, Iowa City, '01-'04; asst libr Adelbert col. lib., Cleveland, Sept. '01-Apr. '03; sch. ref. libr Cleveland p. l. Apr.-June '03; training class director Cleveland p. l. Sept. '03-June '04; instructor Western Reserve univ. lib. sch., Cleveland, Sept. '04-Feb. '05; clsfr & ctlgr Univ. of Nebraska lib. Jan.-Oct. '06; ed. A. L. A. Subject Headings, A. L. A. pub. board, Boston, Dec. '06-July '09.

*Present address.* 3618 Newark st., Cleveland Park, D. C.

**73 Dexter, Lydia Aurelia.** L. S. Oct. 1889-Apr. 1891.

Chicago, Ill.; Univ. of Chicago, B. A. '84; ctlgr Newberry lib., Chicago, June '91-Nov. '95; clsfr & ctlgr Camden (Me.) p. l. Aug.-Sept. '96; sr asst John Crerar lib., Chicago, Feb. '96-Apr. '97; private instructor in lib. sci., Chicago, Jan. '99-June '00; ctlgr Brooklyn p. l. summer '04; ctlgr private lib. of Charles J. Barnes, Chicago, Nov. '05-Jan. '06; sublibrn in charge Park branch, Chicago p. l. July '08-Jan. '11, clsfr Jan.-May '11; in temporary charge of lib. of sch. of civics & philanthropy, Chicago, Apr.-May '11; treas. Chicago lib. club '91-'92, pres. '94-'95.

*Present address.* 2920 Calumet av., Chicago, Ill.

**74 Fearey, Charlotte Sophia.** L. S. Oct.-Dec. 1889, Feb. 1890, Oct. 1891, Mar.-July 1892.

Mt Vernon, N. Y.; clsfr & ctlgr New York normal col. alumnae lib. July '90-June '91; ctlgr Columbia univ. lib. Nov. '90-June '91; clsfr & ctlgr Rosemary p. l., Richmond, Va. Nov. '91-Feb. '92; clsfr & ctlgr Utica (N. Y.) State hospital med. lib. July-Aug. '93, Apr. '94; clsfr & ctlgr private lib. of Horace E. Deming, South Woodstock, Conn. Sept. '95; clsfr & ctlgr pamphlet collection of Horace E. Deming, New York City, Nov. '01; ctlgr Albany (N. Y.) Female acad. lib. '02 (?); ctlgr N. Y. S. L. Oct. '92-Feb. '00, annotator's asst Mar. '00-June '11.

*Present address.* Care of Mr W. F. Gay, 22 E. First st., Mt Vernon, N. Y.



- 75 Jacobs, Mary Coffin.** L. S. 1889-90.  
Boston, Mass.; librn Weston (Mass.) p. l. Jan.-Apr. '89; asst librn Harvard musical assn, Boston, Sept. '95-Dec. '98.
- 76 \* Kroeger, Alice Bertha.** *Honor diploma 1891.* L. S. Oct. 1889-Apr. 1890, Feb.-July 1891.  
St Louis, Mo.; asst issue dept, St Louis p. l. Apr. '82-Sept. '89, ctlgr Apr. '90-Feb. '91; contributing ed. *Public Libraries*, May '96-'00; librn Drexel inst., Philadelphia, Sept. '91-Oct. '09, director lib. sch. Nov. '92-Oct. '09; vice pres. Pa. lib. club, '95-'96; registrar A. L. A. '08-'09; died, 31 Oct. '09.
- 77 Middleton, Jean Young.** *Diploma 1891.* L. S. 1889-91.  
Andover, Mass.; Ripon col. '86-'89; head ctlgr Newark (N. J.) f. p. l. May '91-Apr. '92, 1st asst librn Apr. '92-May '94; librn Apprentices lib., Philadelphia, June '94-'08; chief of order dept, Queens Borough (N. Y.) p. l. May '08-date.  
*Present address.* Queens Borough Public Library, Jamaica, N. Y.
- 78 Plympton, Charles William.** *Honor diploma 1891.* L. S. 1889-91.  
Charles River, Mass.; Harvard '65-'66; clsfr, Worcester (Mass.) f. p. l. May-Sept. '92; accession clerk N. Y. S. L. Aug. '91-Apr. '95, on book board Jan. '93-Apr. '95; ctlgr private lib. of Arthur T. Lyman, (pres. board of trustees Boston Athenaeum) May-June '99; portrait indexer A. L. A. pub. board, July '99-Dec. '00, May '02-Oct. '05, Dec. '05-Aug. '06; collator Boston book co. Feb.-May '99, Dec. '00-Aug. '01; ctlgr private lib. of Mrs Clara (Erskine) Clement Waters, Boston, Dec. '01; trustee Dover (Mass.) town lib. Mar. '99-Mar. '01, Mar. '04-date, consulting librn Mar. '99-Mar. '04.  
*Present address.* Dover, Mass.
- 79 Waldo, Celia F.** L. S. Oct.-Dec. 1889.  
Jackson, Mich.; librn Y. M. A. lib., Jackson, Mich. Oct. '83-July '85; librn Jackson p. l. July '85-'09; vice pres. Mich. lib. assn, '92-'94.  
*Present address.* 537 S. Division st., Ann Arbor, Mich.
- 80 Whalen, Frances E.** (Mrs Asahel L. Harvey). L. S. Nov. 1889.  
Batavia, N. Y.; married Asahel Lovell Harvey, 29 Dec. '92.
- 81 Wheeler, Martha Thorne.** *Honor diploma 1891.* L. S. 1889-91.  
Albany, N. Y.; indexer N. Y. S. L. Sept. '91-May '93, on book board Jan. '93-date, annotator June '93-date, ed. *Best Books* lists '97-date, instructor in indexing, L. S. Mar. '95-date, book selection Oct. '05-date, sublibrn (book selection & annotation) Oct. '05-date.  
*Present address.* State Library, Albany, N. Y.

## CLASS OF 1892

- 82 Anderson, Edwin Hatfield.** L. S. Oct. 1890-May 1891.  
Chicago, Ill.; Wabash col. B. A. '83, M. A. '86; librn Y. M. C. A., Albany, N. Y. Jan.-May '91; ctlgr Newberry lib., Chicago, June '91-Apr. '92; librn Carnegie f. l. Braddock, Pa. May '92-Mar. '95; librn Carnegie lib., Pittsburgh, Apr. '95-Dec. '04; director N. Y. S. L. & L. S. Jan. '06-June '08; asst director New York p. l. June '08-date; acting treas. A. L. A. Oct. '95-Sept. '96, 1st vice pres. '99-'00, '06-'07, '12-date, treas. pub. board '01, councilor, '95-'00, '01-'04; pres. L. S. assn, '96-'97, '12-date; pres. Keystone state lib. assn, '01-'02; mem. Pennsylvania public

records comn & hist. archives comn, '03-'04; pres. N. Y. L. A. '08-'12-date; pres. New York lib. club, '10-'11.

*Present address.* New York Public Library, 476 Fifth av., New York, N. Y.

- 83 Bacon, Sophia Louise** (Mrs Morton V. Brokaw). L. S. Oct.-Dec. 1890. Brooklyn, N. Y.; ctlgr Pratt inst. f. l., Brooklyn, Jan. '88-Aug. '93; married Morton Voorhees Brokaw, 5 Oct. '93.

- 84 Bullock, Waller Irene.** *Diploma* 1896. L. S. 1890-91, Oct. 1894, 1895-96.

Baltimore, Md.; Wellesley '92-'94; ctlgr Utica (N. Y.) p. l. Oct. '96-Nov. '97, 1st asst librn & head ctlgr Nov. '97-Feb. '07; chief lending librn, central lib. loan dept, Carnegie lib., Pittsburgh, '07-date.

*Present address.* Carnegie Library, Pittsburgh, Pa.

- 85 Burton, Bertha Bidwell** (Mrs Alexander S. Lyman). L. S. Oct. 1890-Apr. 1891.

East Cleveland, O.; married Alexander Steele Lyman, 17 Sept. '91.

- 86 Davis, Mary Louise.** *Honor diploma* 1892. L. S. 1890-92.

Northboro, Mass.; ctlgr Colgate univ. lib., Hamilton, N. Y. June-Sept. '91; librn Woman's lib., World's Columbian exposition, Chicago, Oct. '93; librn Lawson-McGhee lib., Knoxville, Tenn. Sept. '92-June '96; head cataloging dept. Pratt inst. f. l., Brooklyn, Sept. '96-June '04, acting librn June-Aug. '97, instructor in cataloging lib. sch. Oct. '98-June '02; asst instructor Chautauqua lib. sch. '04, head instructor '05; librn Troy (N. Y.) p. l. Aug. '05-date; sec. L. S. assn '96-'98, pres. '00-'01; sec. Long Island lib. club, '02-'03; sec. N. Y. L. A. '09-'10.

*Present address.* Public Library, Troy, N. Y.

- 87 Davis, Olin Sylvester.** L. S. Jan.-June 1891.

Lakeport, N. H.; asst Chicago p. l. June-Sept. '84; asst Columbia univ. lib. Sept. '84-Aug. '86; Library bureau, Boston, Aug. '86-Apr. '87; special apprentice Providence (R. I.) p. l. May-June '87; librn Topeka (Kans.) p. l. July '87-May '90; librn Duluth (Minn.) p. l. May-Nov. '90; librn Y. M. C. A., Albany, N. Y. May-Aug. '91; librn Lakeport (N. H.) p. l. Nov. '92-May '03; librn Laconia (N. H.) p. l. June '03-date; sec. N. H. lib. assn '03-'05, vice pres. '05-'06, pres. '06-'08.

*Present address.* Public Library, Laconia, N. H.

- 88 Eastman, William Reed.** *B. L. S. 1892, M. L. S. 1907.* L. S. Nov. 1890-July 1892.

Wellesley, Mass.; Yale, B. A. '54, M. A. '57; Union theol. sem. graduate '62; clsfr Colgate univ. lib., Hamilton, N. Y. '91; clsfr & reviser Athol (Mass.) p. l. '92; inspector public libraries, div. of educ. extension, N. Y. state educ. dept '92-'06, chief of div. '06-date; instructor, L. S. '95-date; lecturer on lib. buildings, Pratt inst. lib. sch., Brooklyn, '01-date; lecturer on lib. buildings & govt, Chautauqua lib. sch. '01-'05; lecturer on lib. buildings, Lib. sch. New York p. l. '12; sec. N. Y. L. A. '93-'99, pres. '04-'05.

*Present address.* State Library, Albany, N. Y.

- 89 Ellis, Mary.** *Diploma* 1892. L. S. 1890-92.

Albany, N. Y.; clsfr & ctlgr Springfield (Vt.) p. l. Aug.-Sept. '92; ctlgr Crandall f. l., Glens Falls, N. Y. Oct.-Dec. '92; ctlgr Vermont acad. lib., Saxtons River, May-June '93; indexer N. Y. State comn in

lunacy, Albany, N. Y. Jan.-Apr., Sept.-Oct. '93; clsfr New Rochelle (N. Y.) p. l. Nov. '93; clsfr Springville (N. Y.) p. l. Dec. '93; clsfr & ctlgr North Tonawanda (N. Y.) p. l. Mar. 2-19, '94; clsfr East Aurora (N. Y.) union sch. lib. Mar. 20-Apr. 2, '94; clsfr Albany (N. Y.) f. l. Oct. '94; clsfr & ctlgr Oswego (N. Y.) state normal sch. lib. Nov. '94; clsfr & ctlgr private lib. of Hon. Levi K. Fuller, Brattleboro, Vt. Mar.-Apr. '95; clsfr & ctlgr Jervis lib., Rome, N. Y. May-July '95; clsfr & ctlgr Roxbury (N. Y.) lib. Sept. '95; librn Y. W. C. A. Albany, N. Y. Oct.-Nov. '95; ctlgr N. Y. S. L. Jan. '94-Sept. '95; indexer Administrative dept, Univ. of the State of N. Y. and N. Y. S. L. Oct. '95-date.

*Present address.* State Library, Albany, N. Y.

**90 Foote, Elizabeth Louisa.** *B. L. S. 1892.* L. S. Jan. 1890-July 1892.

Syracuse, N. Y.; Syracuse univ. B. A. '88; clsfr & ctlgr Central lib., Rochester, N. Y. July-Sept. '92; clsfr & ctlgr Ilion (N. Y.) f. l. Aug. '93; clsfr & ctlgr Saugerties (N. Y.) p. l. Sept. '94; asst N. Y. state pub. lib. div. Dec. '92-Oct. '94, ctlgr N. Y. S. L. July '92, Nov. '94-Feb. '95; clsfr & ctlgr Herkimer (N. Y.) f. l. Nov. '95-Feb. '96; clsfr & ctlgr Wood lib., Canandaigua, N. Y. July '96; clsfr & ctlgr Dansville (N. Y.) p. l. Oct. '96; ctlgr Colgate univ. lib., Hamilton, N. Y. June-Oct. '91, ctlgr Baptist hist. collection, July-Aug. '94, Mar.-July '95, Apr.-June '96, Mar.-July '97; head instructor in charge Chautauqua lib. sch. July-Aug. '01; ctlgr New York p. l. Oct. '97-'01, instructor of apprentices, circ. dept, Oct. '01-June '11, branch librn 125th st. branch, July '11-date; vice pres. New York lib. club '00-'01, sec. '01-'02, '07-'09.

*Present address.* New York Public Library, 224 E. 125th st., New York, N. Y.

**91 Jones, Mary Letitia.** *B. L. S. 1892.* L. S. Jan. 1891-July 1892.

Hastings, Neb.; Univ. of Nebraska, B. L. '85; asst librn Univ. of Nebraska lib. Sept. '92-Apr. '96, acting librn Apr. '96-Aug. '97, adjunct prof. of bibliography Apr. '95-Aug. '97; librn & asst prof. of lib. econ. Univ. of Illinois lib. Sept.-Dec. '97; clsfr Iowa state lib. June '98-Jan. '99; 2d asst librn Los Angeles (Cal.) p. l. Feb. '99-Apr. '00, librn May '00-June '05; in charge Univ. of California summer sch. for librns, '06-'07; substitute librn Bryn Mawr col. lib. '07-'08, librn '08-date; pres. Neb. lib. assn '95, sec. '96-'97; vice pres. Cal. lib. assn, '01-'02; 2d vice pres. Pa. lib. club, '11-'12.

*Present address.* Bryn Mawr College Library, Bryn Mawr, Pa.

**92 \* Macky, Bessie Rutherford.** *B. L. S. 1892.* L. S. 1890-92.

Media, Pa.; Wellesley, B. A. '89; asst librn Diocesan lending lib., All Saints cathedral, Albany, N. Y. '90-'92; asst librn Drexel inst., Philadelphia, Sept. '92-Nov. '95, instructor Drexel inst. lib. sch. Nov. '92-Nov. '95; sec Pa. lib. club, '92-'94; died, 4 Apr. '96.

**93 Peirce, Mary Emma.** L. S. 1890-91.

Lafayette, Ind.

**94 Robbins, Mary Esther.** *Diploma 1892.* L. S. 1890-92.

Lakeville, Conn.; clsfr & ctlgr David M. Hunt lib., Falls Village, Conn. Aug.-Sept. '91; librn Y. W. C. A., Albany, N. Y. Dec. '90-July '92; librn New Britain (Conn.) inst. Sept. '92-Sept. '94; ctlgr Univ. of

Nebraska lib. Nov. '94-July '96; clsfr & ctlgr Port Jervis (N. Y.) f. l. Feb.-June '97, May-July '98; ctlgr Carnegie lib., Homestead, Pa. Feb.-Apr. '98; clsfr & ctlgr Nyack (N. Y.) f. l. Oct.-Dec. '98; ctlgr Emporia (Kans.) state normal sch. lib. Jan.-May '99; clsfr Brewster, (N. Y.) f. l. Dec. '99; clsfr Swan mem. lib., Albion, N. Y. Feb. '00; clsfr & ctlgr Bennett lib., Billerica, Mass. Mar.-July '00; clsfr & ctlgr Oxford (N. Y.) mem. lib. Sept.-Nov. '00; clsfr Brookline (Mass.) p. l. May '01-June '03; head instructor Chautauqua lib. sch. '02-'04; instructor in lib. sci. Simmons col., Boston, '02-'03, acting director lib. dept. '03-'04, asst prof. of lib. sci. & director lib. dept. '04-'10, librn '04-date, asst prof. of lib. sci. & chairman of lib. faculty '10-date; treas. L. S. assn '94-'95, 1st vice pres. '01-'02, pres. '08-'09; vice pres. Mass. lib. club. '04-'05, treas. '05-'10; councilor, A. L. A., '08-date.

*Present address.* Simmons College Library, Boston, Mass.

- 95 Rockwell, Anna Gaylord.** *Honor 1st yr certificate.* L. S. 1890-91.

East Windsor Hill, Conn.; librn Aguilar f. l. New York City, Sept. '91-Sept. '92; ctlgr Otis lib., Norwich, Conn. Oct. '92-Oct. '93; ctlgr Stevens mem. lib., Attica, N. Y. Nov. '93-Mar. '94; clsfr & ctlgr Bradley lib., North Haven, Conn. Aug. '94; librn New Britain (Conn.) inst. Sept. '94-date; treas. Conn. lib. assn, '97-'99.

*Present address.* New Britain Institute, New Britain, Conn.

- 96 Sharp, Katharine Lucinda.** *B. L. S. 1892, M. L. S. 1907.* L. S. 1890-92.

Chicago, Ill.; Northwestern univ., Evanston, Ill. Ph. B. '85, Ph. M. '89; Univ. of Illinois, M. A. '97; asst librn Scoville inst., Oak Park, Ill. Oct. '88-Sept. '90; organizer Adams mem. lib., Wheaton, Ill. July-Oct. '91; organizer Xenia (O.) lib. assn, Aug.-Oct. '92; in charge of comparative lib. exhibit prepared by L. S. for World's Columbian exposition, Chicago, Nov. '92-Oct. '93; librn Armour inst. of technology, Chicago, and director dept of lib. econ. Jan. '93-Aug. '97; director Wisconsin summer sch. of lib. sci., Madison, July '95-July '96; extension lecturer on lib. econ. Univ. of Chicago, Dec. '96; head librn & prof. of lib. econ. Univ. of Illinois & director of lib. sch. Sept. '97-Aug. '07; pres. L. S. assn, '94-'95; vice pres. Chicago lib. club, '95-'96; 2d vice pres. A. L. A. '98-'99 '06-'07, councilor, '95-'05; pres. Ill. lib. assn, '03-'04.

*Present address.* Lake Placid Club, Essex Co., N. Y.

- 97 Taylor, Elizabeth King** (Mrs Clifford E. White). L. S. Oct. 1890-Apr. 1892.

Camden, N. J.; married Clifford E. White, 28 June '92.

- 98 Walker, Harriet Ann.** L. S. Oct. 1890-May 1892.

New York City; Mt Holyoke sem. graduate '70; graduate work Univ. of California, '09-'11; librn Olivet church lib., New York City, '84-'90, May-Aug. '92; curator Wellesley col. botanical lib. Sept. '92-'03; asst in herbarium, Univ. of California, Berkeley, '06-date.

*Present address.* Botany Building, University of California, Berkeley, Cal.

- 99 Watkins, Evelyn Mary** (Mrs Claude B. Davis). *1st yr certificate 1892.* L. S. Oct. 1890-Mar. 1892.

Albany, N. Y.; ctlgr Woman's lib., World's Columbian exposition, Chicago, May-Sept. '93; asst ctlgr Woman's lib., Chicago, May-July '94; married Claude Bowman Davis, 20 Oct. '98.

**100 Wetzell, Bertha Seidl.** L. S. Oct.-Dec. 1890.

Danville, Pa.; asst & ctgr Thomas Beaver lib., Danville, Pa. May '88-Nov. '91, Aug. '97-Jan. '98; ctgr Scranton (Pa.) p. 1. Dec. '91-Oct. '94; asst in charge ref. desk & circ. dept, Philadelphia f. 1. Apr. '95-Aug. '97; clsfr & ctgr Reading (Pa.) p. 1. Feb.-May '98; clsfr & ctgr Towanda (Pa.) p. 1. July-Sept. '98; clsfr & ctgr Library Co. of Philadelphia, Sept. '98-date; treas. of Pa. lib. club, '05-date.

*Present address.* Library Company of Philadelphia, Philadelphia, Pa.

## CLASS OF 1893

**101 \* Baker, Bessie.** L. S. 1891-92.

Stockwell, Ind.; Purdue univ. B. S. '86; clsfr & ctgr Clinton liberal inst., Fort Plain, N. Y. July-Aug. '92; librn Y. W. C. A., Albany, N. Y. Nov. '92-Apr. '93; ctgr A. L. A. lib., World's Columbian exposition, Chicago, Nov. '92-Apr. '93; ctgr Armour inst. of technology, Chicago, June-Sept. '93; asst librn Bryn Mawr col. lib. Sept. '93-Aug. '96; died, 28 Oct. '99.

**102 Christman, Jenny Lind.** B. L. S. 1895. L. S. Oct. 1891-May 1893, 1894-95.

Albany, N. Y.; Iowa agric. col. B. S. '83; ctgr Helena (Mont.) p. 1. June '93-July '94; ctgr N. Y. S. L. Oct. '94-date; ctgr Library Bureau, Boston, Feb. '95; clsfr & ctgr Nahant (Mass.) p. 1. July-Sept. '95.

*Present address.* State Library, Albany, N. Y.

**103 Church, Henrietta.** *Diploma* 1894. L. S. Mar. 1891-June 1892, 1893-94. Albany, N. Y.; ctgr private lib. on angling of Dean Sage, Menands, N. Y. June-Nov. '92; ctgr A. L. A. lib., World's Columbian exposition, Chicago, Nov. '92-May '93; ctgr N. Y. S. L. Jan.-Mar. '94; librn Y. M. A., Albany, N. Y. Apr. '94-June '95; asst librn & head ctgr Utica (N. Y.) p. 1. Oct. '95-Oct. '97; chairman Albany (N. Y.) children's home lib. com. Jan. '99-'06.

*Present address.* 51 Dove st., Albany, N. Y.

**104 Clark, Don Linnaeus.** L. S. Jan.-Dec. 1892.

Woodville, Neb.; Univ. of Nebraska '80-Dec. '83.

**105 Fairbanks, Mittie Belcher.** L. S. 1891-92.

Farmington, Me.; Amherst summer sch. of lib. econ. '93; asst Bowdoin col. lib. Apr.-July '93, June '94; asst Maine state lib. Jan.-Feb. '96; ctgr private lib. of Hon. Joseph Homan Manley, Augusta, Me. Apr.-May '97; genealogical research Oct. '93-'05.

*Present address.* 18 Somerset st., Boston, Mass.

**106 Forsyth, Walter Greenwood.** *Diploma* 1895, B. L. S. 1907. L. S. 1891-93.

Providence, R. I.; Harvard, B. A. '88; clsfr & ctgr private lib. of Mrs J. V. L. Pruyn, Albany, N. Y. May-Oct. '93; special ctgr Worcester (Mass.) f. p. 1. Nov.-Dec. '93; clsfr & ctgr private lib. of Rt Rev. William Crosswell Doane, Albany, N. Y. Feb.-June '94; ref. librn Library Co. of Philadelphia, Oct. '94-Oct. '95; substitute asst sec. A. L. A. pub. board, June-Sept. '97; clsfr & ctgr Mass. attorney-general's office lib. Mar.-Aug. '98; indexer Warner lib. for A. L. A. pub. board, Dec. '98-Jan. '99; clsfr & ctgr Lexington (Ky.) p. 1. Jan.-Apr. '99; bibliographer

Arnold arboretum, Harvard univ., Jamaica Plain, Mass. June '99-Mar. '00; librn Lafayette col., Easton, Pa. Apr. '00-Feb. '02; ref. asst Boston p. l. Mar. '02-date.

*Present address.* Boston Public Library, Boston, Mass.

- 107 **Harrison, Joseph LeRoy.** *B. L. S.* 1893, *M. L. S.* 1912. *L. S.* 1891-93 North Adams, Mass.; Cornell '82-'85; Grossherzogliche Badische Ruprecht-Karls univ. '90; librn North Adams (Mass.) lib. assn, June '81-Sept. '82; sublibrn (legislation) N. Y. S. L. Oct. '93-Sept. '94; in charge of A. L. A. exhibit, Paris exposition 1900, Apr.-June '00; sec. & treas. A. L. A. pub. board, Jan.-June '01; librn Providence (R. I.) Athenaeum, Oct. '94-Jan. '12; librn Forbes lib., Northampton, Mass. Feb. '12-date; managing ed. *Cooperative Bulletin of Providence Libraries*, Jan. '00-'12; pres. *L. S.* assn '95-'96, 2d vice pres. '97-'98, 1st vice pres. '98-'99; vice pres. Mass. lib. club, '98-'99.

*Present address.* Forbes Library, Northampton, Mass.

- 108 **Hawley, Mary Elizabeth.** *Diploma* 1893. *L. S.* 1891-93. Syracuse, N. Y.; clsfr Peabody inst., (Danvers, Mass.) Nov.-Dec. '92; ctldr Pratt inst. f. l., Brooklyn, Apr. '93; clsfr & ctldr Syracuse (N. Y.) p. l. June-Oct. '94; ctldr N. Y. S. L. Oct. '93-Aug. '98, instructor in German, *L. S.* Oct. '93-Nov. '94, asst instructor in elem. cataloging, Oct. '96-June '98; asst ctldr John Crerar lib., Chicago, Sept. '98-date.

*Present address.* John Crerar Library, Chicago, Ill.

- 109 **Hulbert, Nellie May** (Mrs George C. Jameson). *1st yr certificate* 1892. *L. S.* 1891-92.

Elyria, O.; Oberlin col. Sept. '86-Dec. '88; Bryn Mawr '90-'91; ctldr A. L. A. lib., World's Columbian exposition, Chicago, Oct.-Nov. '92; ctldr Oberlin col. lib., Apr. '93-Mar. '96; married Dr George C. Jameson, 28 Dec. '93.

- 110 **Lapham, Alice Maud.** *Honor 1st yr certificate* 1892. *L. S.* 1891-92, summer course 1898.

Chicago, Ill.; Smith '85-'86; Univ. of Michigan '86-'87, Feb. '93-June '94.

- 111 **Lindsay, Mary Boyden.** *L. S.* Oct. 1891-Apr. 1892.

Peoria, Ill.; ctldr Peoria (Ill.) p. l. Apr. '88-May '94; ctldr Woman's lib., World's Columbian exposition, Chicago, May-Sept. '93; librn Evanston (Ill.) p. l. June '94-date; vice pres. Chicago lib. club '94-'95, '96-'97, '99-'00; 2d vice pres. *L. S.* assn, '98-'99; treas. Ill. lib. assn '00-'01, pres. '05-'06.

*Present address.* Public Library, Evanston, Ill.

- 112 **Lounsbury, Henrietta.** *L. S.* 1891-92, summer course 1899.

Sing Sing, N. Y.; ctldr private lib. of George Jackson Fisher, M. D., Sing Sing, Mar.-May '93; indexer & ctldr Binghamton (N. Y.) state hospital, Dec. '93-Apr. '94; clsfr & ctldr private lib. of Charles W. Pilgrim, M. D., Poughkeepsie, N. Y. Feb.-July '01; indexer & ctldr Hudson River state hospital, Poughkeepsie, May '94-date.

*Present address.* Hudson River State Hospital Library, Poughkeepsie, N. Y.

- 113 **Marshall, Alice May** (Mrs E. A. Daltry). *L. S.* Oct.-Nov. 1891.

Kingston, N. H.; asst librn Perkins institution & Massachusetts sch. for the blind, South Boston, July '92-June '95; married E. A. Daltry, '98.

- 114 Payne, May** (Mrs B. Frank Fields). L. S. Oct.-Dec. 1891.

Nashville, Tenn.; clsfr Elliott lib., Nashville, Tenn. June '95; on Tennessee centennial exposition lib. com. of woman's board, Nashville, '96-'97; ctgr lib. in Woman's bldg, Tennessee centennial exposition, Nashville, Jan.-Apr. '97; librn Ladies reading & reception room, Mont-eagle, Tenn. July-Aug. '96, July-Aug. '97; asst librn Univ. of Nashville, '88-'03; married B. Frank Fields, 16 June '04.

*Present address.* 711 8th av., S., Nashville, Tenn.

- 115 Rathbone, Josephine Adams.** B. L. S. 1893. L. S. 1891-93.

Ann Arbor, Mich.; Wellesley '82-'83; Univ. of Michigan '90-'91; asst librn Diocesan lending lib., All Saints cathedral, Albany, N. Y. Oct. '92-June '93; 1st asst cataloging dept, Pratt inst. f. l., Brooklyn, N. Y. Sept. '93, instructor lib. sch. Oct. '93-June '95, '04-'11, asst in charge, July '95-'04, vice director '11-date; lecturer on ref. work Newark (N. J.) f. p. l. '05; sec. New York lib. club, '95-'97, '09-'10; sec. L. S. assn, '95-'96; sec. Long Island lib. club, '04; sec. N. Y. L. A. '08; councilor A. L. A., '12-date.

*Present address.* Pratt Institute School of Library Science, Brooklyn, N. Y.

- 116 \* Reynolds, Rose Ewell.** L. S. Oct. 1891-Apr. 1892.

Peoria, Ill.; asst Peoria p. l. Apr. '88-Oct. '91, ctgr Apr. '92-Sept. '93; died, 10 Sept. '93.

- 117 \* Rice, Helen Ware.** *Diploma* 1893. L. S. 1891-93.

Worcester, Mass.; ctgr Boston Athenaeum Oct. '93-Nov. '94; ctgr Univ. of Virginia lib., Charlottesville, Nov. '94-Aug. '95; ctgr Horticultural soc. lib., Worcester, Mass. Dec. '95-Jan. '97; ctgr Bangs lib., First Unitarian church, Worcester, Jan. '96-Mar. '97; died, 28 Nov. '97.

- 118 Rogers, Kittie Childs.** L. S. Oct.-Nov. 1891.

Syracuse, N. Y.

- 119 Sheldon, Helen Griswold.** *Diploma* 1893, B. L. S. 1907. L. S. 1891-93.

San Francisco, Cal.; Vassar, B. A. '91; clsfr & ctgr Miss Masters's sch. lib., Dobbs Ferry, N. Y. June '94; librn Tome inst., Port Deposit, Md. July '94-July '96; asst librn Drexel inst., Philadelphia, Sept. '96-Aug. '97, instructor Drexel inst. lib. sch. Oct. '96-June '97; instructor Univ. of California summer sch. for librns, Berkeley, '06, '07; experiment station, Univ. of California, Sept. '06-May '07; desk asst. Univ. of California lib. Sept. '07-May '11; treas. Pa. lib. club, '97-'98.

*Present address.* Berkeley, Cal.

- 120 Smith, May Frances.** L. S. Oct.-Dec. 1891.

Hamilton, N. Y.; ctgr Colgate univ. lib., Hamilton, N. Y. Aug. '91-July '94, asst librn & ctgr Aug. '94-July '06, asst librn Aug. '06-July '11.

*Present address.* Hamilton, N. Y.

- 121 Sutliff, Mary Louisa.** *Diploma* 1895. L. S. 1891-95.

Bath-on-Hudson, N. Y.; asst shelflister N. Y. S. L. Oct. '91-Jan. '92, shelflister Feb. '92-Sept. '96, ctgr Oct. '96-Oct. '97, instructor, L. S. Nov. '97-'04, in charge of summer course, May '01-'03; head of catalog dept, California state lib. Sept. '04-July '11; instructor Lib. sch. New York p. l. Aug. '11-date; sec. Cal. lib. assn, '06-'07.

*Present address.* New York Public Library, 476 Fifth av., New York, N. Y.

**122 Van Hoevenberg, Alma Rogers.** L. S. 1891-92, Oct.-Dec. 1894.

Clifton, N. Y.; Amherst summer sch. of lib. econ. '92; apprentice Pratt inst. f. l., Brooklyn, N. Y. July-Oct. '91; librn South Orange (N. J.) p. l. Aug. '92-Sept. '94; indexer New York Genealogical Record, New York City, Sept. '94; asst. clsfr Albany, (N. Y.) f. l. Oct. '94; clsfr & ctlgr Waverly (N. Y.) f. p. l. Jan. '95; clsfr & ctlgr Nahant (Mass.) p. l. Feb.-July '95; librn Washington Heights f. l., New York City, Aug. '95-May '03; clsfr & ctlgr private lib. of Newell Martin, New York City, June-Sept. '03; organizer Brewster (N. Y.) p. l. Feb. '04; organizer Perrot mem. lib., Sound Beach, Conn. Dec. '04; acting librn Ferguson lib., Stamford, Conn. July-Sept. '06, July-Sept. '07; clsfr & ctlgr private lib. of David Belasco, New York City, Sept.-Dec. '07; clsfr & ctlgr private lib. of Warner Van Norden, Jr, New Rochelle, N. Y. May-June '08; chief of special lib. dept Library Bureau, New York City, Sept. '09-date; vice pres. N. J. lib. assn, '95-'96.

*Present address.* 26 Horatio st., New York, N. Y.

**123 Wilson, James Meredith.** L. S. Oct. 1891-Mar. 1892.

Riverton, Ill.; Cornell, Ph. B. '80; Rush med. col. M. D. '82; asst Newberry lib., Chicago, Apr. '92-Sept. '94.

## CLASS OF 1894

**124 Bennett, May Louise** (Mrs William A. Dyche). *1st yr certificate 1893.* L. S. 1892-93.

Evanston, Ill.; Northwestern univ., Evanston, Ill. B. A. '91; asst librn Armour inst. of technology, Chicago, Aug. '93-Aug. '96, instructor in cataloging, dept of lib. econ. Sept. '93-Aug. '96; sec. Chicago lib. club, '95-'97; married William Andrew Dyche, 11 Feb. '97.

**125 Bullock, Edna Dean.** *Diploma 1895, B. L. S. 1907.* L. S. 1892-93, 1894-95.

Lincoln, Neb.; Univ. of Nebraska, B. L. '89; ctlgr Univ. of Nebraska lib. Apr.-Oct. '94, chief ctlgr Sept. '97-July '98; clsfr & ctlgr Y. M. C. A., Jamestown, N. Y. July '95; clsfr & ctlgr Lib. of Western New York institution for deaf mutes, Rochester, Aug. '95; clsfr & ctlgr Worcester (Mass.) polytechnic inst. lib. Sept.-Dec. '95; clsfr & ctlgr Nebraska state lib. Dec. '95-July '96; clsfr & ctlgr Nebraska City p. l. Feb.-Apr. '97; sr asst John Crerar lib., Chicago, May-Aug. '97; asst librn Helena (Mont.) p. l. Sept. '98-Mar. '99; clsfr & ctlgr Iowa state lib. Apr. '99-July '01; clsfr & ctlgr Washington state lib. July-Sept. '01; sec. Nebraska pub. lib. comm, Oct. '01-'06; ctlgr Rockefeller inst. for med. research, New York City, July '06-May '07; clsfr & ctlgr Rochester (N. Y.) theol. sem. lib. June-Aug. '07; ctlgr circ. lib. Medina, O. Aug.-Sept. '07; acting librn Peru (Neb.) normal sch. Mar.-Aug. '08; librn Spokane (Wash.) high sch. lib. Sept. '08-Mar. '09; ed. & indexer H. W. Wilson Co., Minneapolis, Minn. Apr. '09-Jan. '10; organizer Muskogee (Okla.) p. l. May-Aug. '10; librn Nebraska legislative ref. bureau, Lincoln, Sept. '10-date; vice pres. Neb. lib. assn, '96-'98.

*Present address.* Nebraska Legislative Reference Bureau, Lincoln, Neb.



- 126 \* **Dean, Leonard J.** L. S. Oct. 1892-Feb. 1893.  
Little Falls, N. Y.; Colgate, B. A. '71, M. A. '74; Newton (Mass.)  
theol. institution graduate '74; pastor Fifth Av. Baptist church, Troy,  
N. Y.; died, Aug. '11.
- 127 **De Long, Annie** (Mrs James H. Warren). *1st year certificate* 1893.  
L. S. 1892-93.  
Glens Falls, N. Y.; asst librnr Crandall f. l., Glens Falls, July '93-  
May '95, librnr June '95-Sept. '99; married James H. Warren.  
*Present address.* Massena, N. Y.
- 128 **Denio, Herbert Williams.** *Diploma* 1894, B. L. S. 1907. L. S. 1892-94.  
Port Henry, N. Y.; Middlebury col. B. A. '88, M. A. '91; librnr Y. M.  
C. A., Albany, N. Y. June '93; clsfr & ctlgr Sherman f. l. Port Henry,  
N. Y. Sept.-Oct. '93, Jan. '94; clsfr & ctlgr private lib. of Rt Rev.  
William Crosswell Doane, Albany, N. Y. Oct.-Nov. '94; asst N. Y. S. L.  
Aug. '94-May '97; ctlgr law lib. of Marcus T. Hun, Albany, Jan.-  
Feb. '95; clsfr & ctlgr Kellogg-Hubbard lib., Montpelier, Vt. Oct. '95-  
Jan. '96; clsfr & ctlgr Warren (Pa.) f. l. Mar.-June '96; copied for N.  
Y. State Comptroller, Index of N. Y. revolutionary records in Record  
& pension office, War dept, Washington, Oct. '96; clsfr & ctlgr McGill  
univ. lib., Montreal, Nov. '96-Apr. '97; ctlgr New Hampshire state lib.  
Sept. '97-Oct. '02; librnr Westfield (Mass.) Athenaeum, Oct. '02-July  
'07; special ctlgr Dittenberger classical lib. Univ. of Illinois, Feb. '08-  
Nov. '09; in charge of economic seminar, Univ. of Illinois lib. Dec.  
'09-Aug. '10; treas. N. H. lib. assn '00-'01, sec. '01-'10.  
*Present address.* Concord, N. H.
- 129 **Ellis, Elizabeth Tisdale.** L. S. 1892-93, Jan.-Mar. 1896.  
Peoria, Ill.; asst Peoria p. l. Oct. '91-Oct. '92; ctlgr Aug. '93-May '94,  
head ctlgr May '94-'96, ref. librnr Oct. '96-Dec. '07; clsfr & ctlgr We-  
nona (Ill.) p. l. Oct. '06; mem. of lib. extension dept of Illinois feder-  
ation of women's clubs, '12.  
*Present address.* Peoria, Ill.
- 130 \* **Gibson, Irene.** *1st yr certificate* 1893. L. S. 1892-93.  
Detroit, Mich.; ctlgr Armour inst. of technology, Chicago, Aug. '93;  
asst Detroit p. l. Feb. '87-Mar. '94; ctlgr St. Louis p. l. Apr. '94-Mar.  
'96; ctlgr Pub. doc. lib., Washington, D. C. Apr. '96-Aug. '98; asst librnr  
Washington p. l. Sept. '98-'01; asst order div. Library of Congress, '02-  
'10; instructor lib. sci. course Columbian univ., Washington, '03; 1st  
vice pres. L. S. assn, '95-'96; died, 9 July '11.
- 131 **Gleason, Hiram North Ernest.** L. S. Oct. 1892-Jan. 1893.  
Sherman, N. Y.; Univ. of Michigan '87-'91.
- 132 **Hawes, Clara Sikes.** *Diploma* 1894. L. S. 1892-94.  
Freeport, Ill.; clsfr & ctlgr Y. M. lib. assn, Palmer, Mass. July-Oct.  
'94; clsfr & ctlgr Dover (Mass.) town lib. Nov. '94; ctlgr Library Co.  
of Philadelphia, Dec. '94-July '98; bibliographic work, Philadelphia,  
Aug. '98-Feb. '06; with G. & C. Merriam Co., publishers, Springfield,  
Mass. May '06-Aug. '09; ctlgr Worcester (Mass.) Art Museum lib.  
Feb.-June '10; asst librnr International Y. M. C. A. training sch. lib.,  
Springfield, Mass. Feb.-Nov. '11.  
*Present address.* 177 Union st., Freeport, Ill.

- 133 Ludington, Harriet Estelle.** L. S. Oct.-Dec. 1892.  
Albany, N. Y.
- 134 McCreary, Nellie** (Mrs J. W. De Laughter). L. S. Oct. 1892-Mar. 1894.  
Utica, N. Y.; Swarthmore col. '91-'92; asst librn Diocesan lending lib. All Saints cathedral, Albany, N. Y. Oct. '93-Mar. '94; ctgr St Louis p. l. Apr. '94-Nov. '96; married Joseph Walter De Laughter, 2 Dec. '96; asst ctgr St Louis p. l. Apr. '07-Mar. '09, librn Carondelet branch, Mar. '09-date.  
*Present address.* Carondelet branch, St Louis Public Library, St Louis, Mo.
- 135 Moulton, John Grant.** *1st yr certificate 1893.* L. S. 1892-94.  
Boston, Mass.; Harvard, B. A. '92; indexer N. Y. state comn in lunacy, Albany, N. Y. May '93-Jan. '94; librn Quincy (Ill.) p. l. July '94-Jan. '98; librn Brockton (Mass.) p. l. Feb. '98-Sept. '99; librn Haverhill (Mass.) p. l. Oct. '99-date; vice pres. Lib. art club '00-'01; vice pres. Mass. lib. club, '00-'01; 2d vice pres. L. S. assn, '01; sec. Mass. lib. club, '11-date.  
*Present address.* Public Library, Haverhill, Mass.
- 136 Sewall, Willis Fuller** *1st yr certificate 1893.* L. S. 1892-93.  
Livermore Falls, Me.; Tufts col. B. A. '90; asst librn Tufts col. lib. '90-'92; indexer N. Y. state comn in lunacy, Albany, N. Y. May '93-Feb. '94; ctgr Saupe collection Bryn Mawr col. lib. June '94-June '95; acting librn Wilmington (Del.) inst. Sept.-Nov. '95, librn Dec. '95-May '99; ctgr Grolier club, New York City, Oct. '02-May '03; librn Toledo (O.) p. l. Sept. '03-date.  
*Present address.* Public Library, Toledo, O.
- 137 Sperry, Helen.** *Honor diploma 1894.* L. S. 1892-93, Dec. 1893-June 1894.  
Waterbury, Conn.; asst N. Y. S. L. Dec. '93-June '94; 1st asst Carnegie f. l., Braddock, Pa. Aug. '94-Mar. '95, librn Apr. '95-Nov. '97; librn Carnegie lib., Homestead, Pa. Jan. '98-Dec. '00; asst librn Silas Bronson lib., Waterbury, Conn. Oct. '83-Sept. '92, July-Nov. '93, librn Mar. '01-date; vice pres. Western Pa. lib. club '97-'98, pres. '98-'99.  
*Present address.* Silas Bronson Library, Waterbury, Conn.
- 138 \* Vandersluis, Daniel Oswald.** L. S. Oct. 1892-Jan. 1893.  
Grand Rapids, Mich.; Univ. of Michigan, B. A. '90; died, 10 Mar. '94.

## CLASS OF 1895

- 139 Avery, Myrtilla.** B. L. S. 1896. L. S. 1893-96.  
Katonah, N. Y.; Wellesley, B. A. '91; director's asst div. of educ. extension, N. Y. state educ. dept Nov. '92-'07; asst in charge L. S. summer course, July-Aug. '96; curator Art lib. and collections, Wellesley college, Sept. 1912-date; sec. N. E. A. lib. dept. '97-'99.  
*Present address.* Wellesley College, Wellesley, Mass.
- 140 Barnett, Claribel Ruth.** L. S. Oct. 1893-May 1894, Oct. 1894-May 1895.  
Kent, O.; Univ. of Michigan, Ph. B. '93; clsfr & ctgr Troy (N. Y.) children's neighborhood lib. Feb. '95; ctgr U. S. dept of agric. lib., Washington, May '95-Mar. '01, (leave of absence in Europe, May '00-Mar. '01), asst librn Apr. '01-June '07, librn July '07-date; 2d vice pres.

D. C. lib. assn, '12-date; chairman, Agricultural libraries section, A. L. A. 1910-date.

*Present address.* U. S. Department of Agriculture Library, Washington, D. C.

- 141 Blakely, Bertha Eliza.** *Honor 1st yr certificate 1894.* L. S. 1893-94. Winchendon, Mass.; Mt Holyoke, B. L. '93, B. A. '98; libr Trenton (N. J.) state normal sch. Sept. '94-June '95; asst libr Mt Holyoke col. lib. Sept. '95-June '01, libr June '01-date; vice pres. Western Mass. lib. club, '11-date.

*Present address.* Mt Holyoke College Library, South Hadley, Mass.

- 142 Bowerman, George Franklin.** *B. L. S. 1895.* L. S. 1893-95.

Lima, N. Y.; Univ. of Rochester, B. A. '92; ctgr N. Y. S. L. Jan. '94-Apr. '95; ref. libr Reynolds lib., Rochester, N. Y. Aug. '95-July '96; clsfr & ctgr Saturn club lib., Buffalo, N. Y. Jan. '97; ref. asst N. Y. S. L. Feb. '97-Apr. '98; libr & biographic & general information ed. New York Tribune, May '98-June '00; mem. editorial staff International Year Book, New York City, July '00-Mar. '01; libr Wilmington (Del.) inst. f. l. Mar. '01-Aug. '04; libr District of Columbia p. l. Sept. '04-date; pres. lib. dept Religious educ. assn, '05; pres. D. C. lib. assn, '06-'07; treas. A. L. A. '06-'07, councilor, '10-date; delegate of A. L. A. to International Congress of bibliography & librarians & vice pres. of section devoted to public libraries, Brussels, '10.

*Present address.* Public Library of District of Columbia, Washington, D. C.

- 143 Briggs, Mary Josephine.** *Honor 1st yr certificate 1894.* L. S. 1893-94. Fields, O.; Oberlin col., graduate '80, B. L. '94; libr Y. W. C. A., Albany, N. Y. Nov. '93-July '94; special ctgr Worcester (Mass.) f. p. l. Sept. '94-Feb. '97; ctgr Buffalo (N. Y.) p. l. Mar. '97-date; ed. *A. L. A. List of Subject Headings*, May '10-Sept. '11.

*Present address.* Public Library, Buffalo, N. Y.

- 144 Champlin, George Greenman.** *Diploma 1895, B. L. S. 1906.* L. S. 1893-95.

Alfred, N. Y.; Alfred univ. Ph. B. '84, Ph. M. '90; ctgr N. Y. S. L. Aug. '94-July '95; asst Library Bureau, Boston, Aug. '95-Apr. '96; libr Albany (N. Y.) inst. & hist. & art soc. Mar. '98-July '99; indexer & ctgr N. Y. state dept of health, bureau of vital statistics, Albany, Apr. '96-Nov. '03; asst ref. libr N. Y. S. L. Dec. '03-date.

*Present address.* State Library, Albany, N. Y.

- 145 Cone, Jessica Gardiner.** *Diploma 1898.* L. S. 1893-95, Mar. 1897.

Eaton, N. Y.; indexer *Audubon & His Journals* for Miss M. R. Audubon, Salem N. Y., Nov. '97; ctgr Y. M. C. A., New York City, Feb.-June '99; clsfr & ctgr Miss Masters's sch. lib., Dobbs Ferry, N. Y. Nov. '98, May-June '00; clsfr & ctgr St Faith's sch. lib., Saratoga Springs, N. Y. Mar.-May '01, Sept. '03; clsfr & ctgr Sherburne (N. Y.) p. l. July-Aug. '01; clsfr & ctgr Carnegie lib., Nashville, Tenn. Oct. '01-May '02; clsfr & ctgr Emma Willard sch. lib., Troy, N. Y. Mar.-May '03; clsfr & ctgr Potsdam (N. Y.) p. l. July '03; clsfr & ctgr Malone (N. Y.) district sch. lib. Oct.-Mar. '03; clsfr & ctgr Col-

gate univ. lib. Hamilton, N. Y. Aug. '03; asst librn West Virginia univ. lib. Sept. '04-date.

*Present address.* West Virginia University Library, Morgantown, W. Va.

- 146 English, Stephanie Pauline.** L. S. Oct. 1893-Apr. 1894.

Cambridge, Eng.; Newnham col., Cambridge univ., hist. tripos, '93; asst Edinburgh (Scotland) p. l. July-Aug. '94.

- 147 Gay, Helen Kilduff.** L. S. 1893-95.

Mt Vernon, N. Y.; ctgr private lib. of Rt Rev. William Croswell Doane, Albany, N. Y. Oct.-Nov. '94; librn Y. W. C. A., Albany, N. Y. Oct. '94-June '95; ctgr Pub. doc. lib. Washington, July '95-Mar. '96; librn Mt Vernon (N. Y.) p. l. Mar. '96-Aug. '01; librn New London (Conn.) p. l. Sept. '01-date; vice pres. Conn. lib. assn, '09-'11.

*Present address.* Public Library, New London, Conn.

- 148 Hawks, Emma Beatrice.** L. S. Oct. 1893-Apr. 1894.

Williamsburg, Mass.; Smith, B. A. '92; asst Forbes lib., Northampton, Mass. Oct. '94-May '95; ctgr U. S. dept of agric. lib., Washington, June '95-June '07, asst librn July '07-date.

*Present address.* U. S. Department of Agriculture Library, Washington, D. C.

- 149 Josephson, Aksel Gustav Salomon.** L. S. Oct. 1893-Mar. 1894.

Upsala, Sweden; librn Verdandis arbetare-bibliotek, Upsala, May '92-Feb. '93; bibliographic work Publishers' Weekly office, New York City, Apr.-June '94; ctgr New York p. l. July '94-Feb. '96; ctgr John Crerar lib., Chicago, Mar. '96-date; pres. Chicago lib. club, '01-'02; sec. Bibliographical soc. of Chicago, '99-'03, pres. '03-'04; councilor Bibliographical soc. of Amer. '04-'09, '12-date, sec. '09-'12; councilor Swedish hist. soc. of America, '05-date, sec. '07-'09.

*Present address.* John Crerar Library, Chicago, Ill.

- 150 Leonard, Grace Fisher.** *Honor diploma* 1895, B. L. S. 1904. L. S. 1893-95.

Providence, R. I.; Brown, Jan.-June '93, Ph. B. '03; clsfr & ctgr Sandy Hill (N. Y.) union sch. lib. Nov. '94; clsfr & ctgr Waterford (N. Y.) p. l. Feb. '95; clsfr & ctgr Auburn (R. I.) p. l. July-Aug. '95; clsfr & ctgr Providence (R. I.) Athenaeum, Oct. '95-May '08, asst librn June '08-Dec. '11, librn Jan. '12-date; 2d vice pres. L. S. assn '96-'97, 1st vice pres. '00-'01.

*Present address.* Providence Athenaeum, Providence, R. I.

- 151 Loveland, Elizabeth Shepard.** *1st yr certificate* 1894. L. S. 1893-95.

Kingston, Pa.; clsfr & ctgr Y. W. A. lib., Troy, N. Y. Jan. '95.

- 152 McGuffey, Margaret Drake.** *1st yr certificate* 1894. L. S. 1893-Apr. 1895.

Cincinnati, O.; clsfr & ctgr Y. W. A. lib., Troy, N. Y. Jan. '95; chief of issue dept, Boston p. l. Apr. '95-Dec. '04, (leave of absence in Europe, Mar.-Sept. '01); sec. Library of Congress, Dec. '06-Nov. '08, chief of order dept, Nov. '08-June '09; treas. Mass. lib. club, '98-'00.

*Present address.* Christ Church Parish House, Cincinnati, O.

- 153 Newman, Alice (Mrs Martin T. Nachtmann).** *Diploma* 1897, B. L. S. 1907. L. S. Oct. 1893-Jan. 1894, 1895-97.

Pittsfield, Mass.; Wellesley, B. S. '93; librn Y. W. C. A., Albany, N. Y. Nov. '95-June '96; asst N. Y. state trav. lib. div. Aug. '96-June

- '97; clsfr & ctgr North Adams (Mass.) p. 1. July '97- May '99; married Martin Theobald Nachtmann, 29 June '99.  
*Present address.* 81 S. Lake av., Albany, N. Y.
- 154 Silliman, Helen Cornwell.** *Diploma 1895.* L. S. 1893-95.  
 Rutland, Vt.; ctgr Colgate univ. lib., Hamilton, N. Y. July-Aug. '94; ctgr Saugerties (N. Y.) p. 1. Oct. '94; ctgr Office pub. doc., Washington, July '95-Dec. '07, ctgr in charge Dec. '07-date.  
*Present address.* Public Documents Office, Washington, D. C.
- 155 Stanley, Harriet Howard.** *Honor diploma 1895.* L. S. Oct. 1893-May 1895.  
 Magnolia, Mass.; clsfr & ctgr Saratoga Springs (N. Y.) union sch. lib. July '94; librn Southbridge (Mass.) p. 1. May '95-Aug. '99; asst in charge L. S. summer course, May-July '98; sch. ref. librn Brookline (Mass.) p. 1. Oct. '99-June '10; lecturer Winona (Ind.) sch. for librns, Aug. '03; asst U. S. dept. of agric. lib., Washington, June '10-Dec. '11; asst librn Providence (R. I.) Athenaeum, Jan. '12-date.  
*Present address.* Providence Athenaeum, Providence, R. I.
- 156 Stockwell, George Watson Cutler.** *Honor 1st yr certificate 1894.* L. S. 1893-95.  
 Northampton, Mass.; asst librn Diocesan lending lib., All Saints cathedral, Albany, N. Y. Mar. '94-June '95; ctgr Concord (N. H.) p. 1. July '95-June '96; clsfr & ctgr Y. M. C. A., Ware, Mass. Feb.-Dec. '97; clsfr & ctgr Norton (Mass.) p. 1. Apr.-Aug. '98; clsfr & ctgr Forbes lib., Northampton, Mass. Sept.-Nov. '98; clsfr & ctgr Canton (Mass.) p. 1. May '98-Mar. '99; ctgr Y. M. C. A., New York city, Feb.-Mar. '99; clsfr & ctgr New Hampshire state lib. Apr.-June '99; librn Westfield (Mass.) Athenaeum, July '99-Oct. '02; vice pres. Western Mass. lib. club, '00-'01, pres. '01.  
*Present address.* AuSable Forks, N. Y.
- 157 Sutliff, Jennie Sweet.** L. S. Oct. 1893-Apr. 1894.  
 Lawrence, Kans.; Univ. of Kansas '81-'85.
- 158 Watson, William Richard.** *1st yr certificate 1894.* L. S. Oct. 1893-Apr. 1895.  
 Northfield, Minn.; Carleton col. B. S. '90; asst librn Carnegie lib., Pittsburgh, May '95-Dec. '03; asst librn California state lib. Jan. '04-Oct. '07; librn San Francisco p. 1. Oct. '07- Feb. '12; sec.-treas. Western Pa. lib. club, Sept. '96-May '97; pres. L. S. assn, '99-'00; pres 1st district Cal. lib. assn, Oct. '11-Feb. '12; sec. Board of lib. examiners of Cal. Feb. '11-'12.  
*Present address.*— 103 Maple av., Northfield, Minn.
- 159 Wilson, Minnie Cornwell** (Mrs George A. Cragin). *Honor diploma 1895.* L. S. 1893-95.  
 St. Louis, Mo.; clsfr & ctgr Sandy Hill (N. Y.) union sch. lib. Nov. '94; clsfr & ctgr Waterford (N. Y.) p. 1. Feb. '95; asst clsfr private lib. of Hon. Levi K. Fuller, Brattleboro, Vt. Mar. '95; married George Albert Cragin, 20 Jan. '98.

## CLASS OF 1896

- 160 Ames, Sarah Hewes.** L. S. 1894-95.  
 Stockbridge, Mass.; clsfr & ctgr Niagara Falls (N. Y.) p. 1. July-Aug. '95; clsfr & ctgr Stoneham (Mass.) p. 1. Sept.-Nov. '95; clsfr & ctgr

Wheeling (W. Va.) p. 1. Jan.-Apr. '96; ctlgr Harvard divinity sch. lib. May '96-May '98; associate librn Patterson lib., Westfield, N. Y. July '98-'06; librn '06-Aug. '11, Oct. '12-date.

*Present address.* Patterson Library, Westfield, N. Y.

**161 Betteridge, Grace Lillian.** L. S. 1894-98.

Brockport, N. Y.; Wellesley '87-'89; asst N. Y. state study clubs div. Dec. '94-'06; asst in charge of trav. libraries, div. of educ. extension, N. Y. state educ. dept, '06-date.

*Present address.* State Library, Albany, N. Y.

**162 \* Biscoe, Ellen Dodge.** *Diploma 1896.* L. S. 1894-96.

Grafton, Mass.; Wellesley '85-'88; clsfr & ctlgr Niagara Falls (N. Y.) p. 1. July-Aug. '95; asst N. Y. S. L. Oct. '95-June '96; clsfr & ctlgr Buffalo hist. soc. lib. July-Dec. '96; asst Wisconsin hist. soc. lib. Sept. '00-May '01; librn Eau Claire (Wis.) p. 1. Dec. '96-July '00, July '01-July '03; asst N. Y. S. L. '04-'06; instructor Drexel inst. lib. sch. '06-'07; librn Iowa state normal sch., Cedar Falls, Sept. '07-Dec. '10; died, 29 Jan. '12.

**163 Brooks, Henrietta St Barbe.** L. S. Oct. 1894-Apr. 1895.

Sudbury, Mass.; Wellesley, B. S. '91; ctlgr Harvard univ. lib. May '93-June '94; volunteer ctlgr Goodnow lib., Sudbury, Mass. Aug.-Sept. '94; chief ctlgr Carnegie lib., Pittsburgh, May '95-July '03, (leave of absence in Europe June -Sept. '99); asst librn Wellesley col. lib. Sept. '03-Aug. '09, acting librn Sept. '09-Aug. '11, librn Sept. '11-date.

*Present address.* Wellesley College Library, Wellesley, Mass.

**164 Corwin, Euphemia Kipp.** B. L. S. 1906. L. S. 1894-96, Mar.-June 1903.

New Brunswick, N. J.; Mt Holyoke sem. '81-'82; Union theol. sem. & Columbia univ. '01; Berea col. Ph.B. '05; ctlgr Utica (N. Y.) p. 1. Oct. '96-Oct. '97; asst librn Union theol. sem. lib. Nov. '97-June '01; librn Berea (Ky.) col. lib. Sept. '03-date; instructor Chautauqua summer lib. sch. '10.

*Present address.* Berea College Library, Berea, Ky.

**165 Curtis, Florence Rising.** *Diploma 1898, B. L. S. 1911.* L. S. 1894-96.

Ogdensburg, N. Y.; Wells col. '91-'94; Univ. of Illinois, B. A. '11; clsfr & ctlgr Troy (N. Y.) children's neighborhood lib. Feb. '95; asst librn Diocesan lending lib., All Saints cathedral, Albany, N. Y. Nov. '95-June '96; asst Osterhout f. l., Wilkesbarre, Pa. July '95-July '97; ctlgr Potsdam (N. Y.) p. 1. July-Aug. '99; clsfr Morristown (N. Y.) p. 1. Mar. '00; ctlgr Potsdam (N. Y.) state normal sch. lib. Nov. '99-Mar. '00, librn & private sec. Sept. '00-Oct. '06; librn Athenaeum lib., Saratoga, N. Y. Nov. '06-Jan. '08; instructor Univ. of Illinois lib. sch. Feb. '08-date; instructor Indiana p. 1. comn summer sch. for librarians, Richmond, July-Aug. '09, '10, '11.

*Present address.* University of Illinois Library School, Urbana, Ill.

**166 Edwards, Ella May (Mrs Dancy Ledbetter).** L. S. 1894-95.

Holley, N. Y.; Syracuse univ. '87-'88; ctlgr Worcester (Mass.) club lib. July '95; ctlgr Worcester (Mass.) f. p. 1. June '95- Oct. '96; clsfr & ctlgr Athol (Mass.) p. 1. Oct. '96; ctlgr Worcester polytechnic inst. lib. Nov. '96; indexer Rural cemetery assn, Worcester, Oct.-Dec. '96; clsfr & ctlgr Y. M. C. A., Buffalo, N. Y. Apr.-May '98; clsfr & ctlgr

Buffalo hist. soc. lib. Dec. '96-Jan. '98, librn Feb. '98-Dec. '01; ctlgr private lib. of R. W. Vosburgh, Buffalo, Jan.-Feb. '01; ctlgr South Bend (Ind.) p. l. '02; organizer Carnegie p. l., Goshen, Ind. '02; head ctlgr Univ. of Texas lib. '03; librn Newark (N. Y.) f. p. l. Mar. '07-July '08; ctlgr Ohio Wesleyan univ. lib. Mar.-June '09; asst organizer Ohio state lib. July-Dec. '09; librn Broadway branch Cleveland p. l. '10-date; vice pres. Buffalo lib. club '99-'00, sec. treas. '00-'01; married Dancy Ledbetter, 30 Sept. '03.

*Present address.* Broadway Branch, Cleveland Public Library, Cleveland, O.

**167 Hale, Elizabeth Vashti** (Mrs Robert P. Keep). L. S. 1894-95.

Elizabethtown, N. Y.; librn & treas. Elizabethtown circ. lib. '86-'97; substitute librn Peck lib., Norwich (Conn.) free acad., Oct.-Dec. '95; asst librn Drexel inst., Philadelphia, & instructor lib. sch. Jan.-June '96; clsfr & ctlgr private lib. of Gov. Levi P. Morton, Rhinecliff-on-Hudson, N. Y. July '96; clsfr & ctlgr, private & sch. lib. of Miss Sarah Porter, Farmington, Conn. Nov. '96, Apr.-May '97; married Robert Porter Keep, 6 July '97.

*Present address.* Farmington, Conn.

**168 Herron, Winifred Arria.** L. S. 1894-95, 1905-06.

Endicott, Mass.; Boston univ. '92-'93; clsfr & ctlgr Nantasket (Mass.) p. l. Nov. '95; clsfr & ctlgr Newburyport (Mass.) p. l. May '96-June '98; asst Hampton (Va.) normal & agric. inst. lib. Nov. '98-Jan. '99, Apr.-May '05; clsfr & ctlgr Washington Heights (N. Y.) f. l. Jan.-June '00; clsfr & ctlgr Ballston Spa (N. Y.) p. l. July -Aug. '00; ctlgr Y. M. C. A., New York City, Feb. '99-Jan. '00, June '00; ctlgr & circ. dept asst, Oct. 00-Feb. '04; ctlgr Worcester (Mass.) f. p. l. Dec. '04-Mar. '05; asst ctlgr Bryn Mawr col. lib. June-Aug. '05; clsfr & ctlgr Hoosac sch. lib., Hoosick, N. Y. Nov.-Dec. '05; ctlgr private lib. of Rev. E. D. Tibbits, Hoosick, N. Y. Dec. '05-Jan. '06; ctlgr St Agnes sch. lib., Albany, N. Y. June-July '06; asst Troy (N. Y.) p. l. Sept. '06-Dec. '07.

*Present address.* 219 Jefferson st., Dedham, Mass.

**169 Hosford, James Frederic.** L. S. Oct.-Nov. 1894.

Kinderhook, N. Y.; Princeton, B. A. '92; studied lib. econ. with Dr E. C. Richardson, librn Princeton univ. '93-'94.

**170 Hoyt, Maude Buckingham.** L. S. Nov. 1894-June 1895.

Wilkesbarre, Pa.

**171 Keating, Geraldine Katherine.** L. S. 1894-95.

Chesham, Bucks, Eng.; asst ctlgr private lib. of Hon. Levi K. Fuller, Brattleboro, Vt. Apr. '95; librn Rockville (Conn.) p. l. Feb. '96-Mar. '97.

*Present address.* Cannon Mill Cottage, Chesham, Bucks, Eng.

**172 Latty, Clara Emily.** L. S. Oct. 1894-May 1895.

Defiance, O.; Swarthmore col. Mar.-June '81.

**173 Mattocks, Jessie Potter** (Mrs Walter H. Talbot). L. S. 1894-95.

Norton, Mass.; married Walter Howard Talbot, 24 Sept. '96.

**174 Olcott, Frances Jenkins.** *Diploma* 1896. L. S. 1894-96.

Albany, N. Y.; asst librn Brooklyn p. l. Dec. '97-Mar. '98; chief of children's dept Carnegie lib., Pittsburgh, Apr. '98-Aug. '11, director training sch. for children's librns, Oct. '00-Aug. '11.

*Present address.* 148 Hancock st., Brooklyn, N. Y.

- 175 Pond, Nancy May.** *B. L. S.* 1896. *L. S.* 1894-96.

Woonsocket, R. I.; Wellesley, B. S. '93; asst librnr Harris inst., Woonsocket, R. I. Jan.-Sept. '94; substitute librnr Peck lib. & substitute curator Slater mem. museum, Norwich (Conn.) free acad. Sept. '96-Mar. '97, librnr & curator Sept. '00-July '06; curator art lib. & collections, Wellesley col. May '08-Aug. '12.

*Present address.* Woonsocket, R. I.

- 176 Seymour, Martha Louise** (Mrs Chadwick P. Cummings). *L. S.* Oct. 1894-May 1895.

St Albans, Vt.; McGill univ. B. A. '93; married Chadwick Philander Cummings, 28 Oct. '96.

- 177 Wait, Marie Fox.** *L. S.* 1894-95.

Ellenville, N. Y.; Vassar '72-'74; clsfr & ctgr Ellenville, (N. Y.) f. l. July-Oct. '93; substitute librnr Y. W. C. A., New York City, July '95; clsfr & ctgr Oneonta (N. Y.) p. l. Nov.-Dec. '95; ctgr New York p. l. Feb. '96-Dec. '99, chief of periodical dept, Dec. '99-Dec. '00; librnr New Jersey hist. soc., Newark, Jan. '01-May '02; librnr Longstreet lib., Peddie inst., Hightstown, N. J. Sept. '02-date.

*Present address.* Longstreet Library, Peddie Institute, Hightstown, N. J.

- 178 Willard, Elisa May.** *Honor 1st yr certificate* 1895. *L. S.* 1894-95.

Boston, Mass.; Smith, B. A. '94; librnr Montpelier (Vt.) p. l. July-Sept. '95; instructor in cataloging, *L. S.* summer course, July-Aug. '96; ref. librnr Carnegie lib., Pittsburgh, Sept. '95-date; 1st vice pres. *L. S.* assn, '99-'00.

*Present address.* Carnegie Library, Pittsburgh, Pa.

#### CLASS OF 1897

- 179 Abbot, Etheldred.** *B. L. S.* 1903. *L. S.* 1895-97.

Utica, N. Y.; Vassar, B. A. '95; asst Vassar col. lib. Sept. '93-June '95; ctgr Hartford (Conn.) p. l. July-Aug. '96; ctgr New York p. l. July '97-May '98; art librnr Wellesley col. lib. May '98-May '04; 1st asst Williamsburg branch, Brooklyn p. l. May '04-June '05; clsfr & ctgr Prof. Allan Marquand's collection of photographs of art & archeology, Princeton, N. J. June-July '05; asst in charge of art lib. & collections, Wellesley col. Sept. '05-June '08; asst librnr Brookline (Mass.) p. l. June '08-date.

*Present address.* Public Library, Brookline, Mass.

- 180 Ames, Anne Seymour.** *Diploma* 1897. *L. S.* 1895-97.

Washington, D. C.; librnr & head of dept of bibliography Mt Vernon sem., Washington, Oct. '97-date.

*Present address.* Mt Vernon Seminary, 1100 M st., N. W., Washington, D. C.

- 181 Andrews, Elizabeth Parkhill.** *Honor diploma* 1897. *L. S.* 1895-97.

Wethersfield, Conn.; librnr Wethersfield (Conn.) p. l. July '94-Sept. '95, July-Sept. '96; clsfr & ctgr private lib. of Hon. Whitelaw Reid, New York City, Aug.-Oct. '97; asst N. Y. State trav. lib. div. Mar.-Apr. '98; ctgr Watkinson lib., Hartford, Conn. Oct. '00-May '01; asst



Hartford (Conn.) p. l. Feb., May, Sept. '98, Sept. '01, '02, ctlgr at intervals '02-'06, Nov. '10-Apr. '11; ctlgr Hartford pub. high sch. lib. May-Dec. '01; clsfr & ctlgr Center Church lib., Hartford, '02.

*Present address.* Care of American Express Co., 5 & 6 Haymarket, London, S. W. Eng.

**182 Atkinson, Jane.** L. S. 1895-96.

Holicong, Pa.; Swarthmore col. B. A. '93; asst ctlgr Univ. of Pennsylvania lib. June '98-Feb. '00.

**183 Fellows, Jennie Dorcas.** *Diploma 1905.* L. S. Oct. 1895-Mar. 1897, Apr.-June 1898.

Norwich, Conn.; asst Peck lib., Norwich (Conn.) f. acad. Sept. '92-Sept. '95; ctlgr private lib. of Albert Vander Veer M. D., Albany, N. Y. May-Nov. '96; ctlgr Bangs lib., First Unitarian church, Worcester, Mass. Nov. '97-Mar. '98; ctlgr Worcester f. p. l. Apr. '97-Feb. '99; asst N. Y. S. L. Feb. '99-date; instructor N. Y. S. L. summer sch. '10; instructor L. S. Oct. '11-date.

*Present address.* State Library, Albany, N. Y.

**184 Flagg, Charles Allcott.** B. L. S. 1899. L. S. 1895-98.

Sandwich, Mass.; Bowdoin, B. A. '94; asst Bowdoin col. lib. Sept. '91-June '94; ctlgr Diocesan lending lib., All Saints cathedral, Albany, N. Y. June '96-Nov. '98; asst N. Y. S. L. July '95-Apr. '99, sublibrn hist. div. Apr. '99-May '00; asst catalog div. Library of Congress, May '00-date, specialist in Amer. hist. Jan. '12-date.

*Present address.* Library of Congress, Washington, D. C.

**185 Frisbee, Rev. Edward Selah.** L. S. 1895-96.

Albany, N. Y.; Amherst, B. A. '60, M. A. '65, D. D. '78.

*Present address.* 2 Sprague pl., Albany, N. Y.

**186 Hopkins, Julia Anna.** *1st yr certificate 1896.* L. S. 1895-96.

Auburn, N. Y.; organizer Palmyra (N. Y.) union sch. lib. July-Aug. '96; ref. librn Reynolds lib., Rochester, N. Y. Sept. '96-Sept. '99; asst librn Bryn Mawr col. lib. Sept. '99-Feb. '01; organizer Wayne (Pa.) p. l. May '00-Jan '01; 1st asst catalog dept Carnegie lib., Pittsburgh, Feb. '01-Jan. '02; organizer Lib. of Pennsylvania col. for women, Pittsburgh, Sept. '01-June '02; organizer private lib. of Mrs W. K. Thaw, Pittsburgh, Dec. '01-June '02; librn Wylie Ave. branch, Carnegie lib., Pittsburgh, Feb.-Oct. '02; librn Madison (Wis.) f. l. Nov. '02-June '08; lecturer on classification Wisconsin summer sch. of lib. sci., Madison, '03, '04, '06; lecturer Wisconsin lib. sch. '06-'07; organizer Richmond Hill settlement house lib., New York City, Apr.-July '09; asst librn & instructor lib. sch. Drexel inst., Philadelphia, Sept. '09-June '12; instructor in charge of normal course, Pratt inst. sch. of lib. sci. July '12-date; sec.-treas. L. S. assn, '04-'06; sec. Wis. lib. assn, '05-'06.

*Present address.* Pratt Institute School of Library Science, Brooklyn, N. Y.

**187 \* Iles, Constance Hurford.** L. S. Oct. 1895.

Providence, R. I.; Smith, B. L. '95; died, 15 Mar. '03.

**188 Jennings, Judson Toll.** L. S. Oct. 1895-Apr. 1900.

Albany, N. Y.; Union, '94-'95; librn Y. M. C. A., Albany, N. Y., 5 mos, '92; asst Union univ. lib. '04-'95; page N. Y. S. L. Apr. '89-Sept. '92, shelf curator Oct. '92-Sept. '97, ref. asst Oct. '97-Sept. '98, sublibrn

(reference) in charge of main reading room & loans, Oct. '98- Aug. '03; libr & supt Carnegie f. l. & Carnegie club, Duquesne, Pa. Aug. '03-Sept. '06; director's asst N. Y. S. L. Oct. '06-Sept. '07; libr Seattle (Wash.) p. l. Oct. '07-date; pres. Pacific Northwest lib. assn, '09-'10; pres. L. S. assn, '10-'11; councilor, A. L. A. '10-date.

*Present address.* Public Library, Seattle, Wash.

- 189 Kueffner, Cecilia Wanda.** L. S. 1895-96.

Cambridge, Mass.; Univ. of Michigan '92-'93; Radcliffe '93-'94; asst Boston Athenaeum, July-Sept. '94; clsfr & ctlgr Walpole (Mass.) p. l. Feb. '98-'99; asst branch dept Boston p. l. July-Dec. '97, June '98-date.

*Present address.* 24 Newbury st., Boston, Mass.

- 190 Langworthy, Louise** (Mrs William S. Gage). *Diploma 1897, B. L. S. 1907.* L. S. 1895-97.

Alfred, N. Y.; Alfred univ. Ph.B. '95; married William Stebbins Gage, 15 July '97.

- 191 Lord, Isabel Ely.** *B. L. S. 1897.* L. S. 1895-97.

Hartford, Conn.; clsfr & ctlgr, Albany (N. Y.) pub. sch. lib. Apr.-June '96; asst N. Y. S. L. July '96-June '97; substitute libr Bryn Mawr col. lib. Aug. '97-July '98, libr Sept. '98-'03; asst libr Pratt inst. f. l. Brooklyn, '03-'04, libr '04-'10; vice pres. Pa. lib. club, '00-'03; vice pres. Keystone state lib. assn, '01-'02, pres. '02-'03; sec. & treas. L. S. assn, '98-'03; vice pres. New York lib. club, '04-'06.

*Present address.* Pratt Institute, Brooklyn, N. Y.

- 192 McNair, Mary Wilson.** L. S. 1895-96.

Oneida, N. Y.; Elmira col. B. A. '95; clsfr & ctlgr Ansonia (Conn.) p. l. Sept. '96; ctlgr New York p. l. Oct. '96-Apr. '00; asst catalog div. Library of Congress, June '00-date.

*Present address.* Library of Congress, Washington, D. C.

- 193 Morse, Anna Louise.** *Diploma 1898, B. L. S. 1907.* L. S. Oct. 1895-Jan. 1896, 1896-98.

Millbury, Mass.; Smith, B. A. '92; asst N. Y. State trav. lib. div. Aug. '97-June '01; libr Reuben McMillan f. l., Youngstown, O. '03-date.

*Present address.* Reuben McMillan Free Library, Youngstown, O.

- 194 Pierson, Harriet Wheeler.** L. S. 1895-96.

Florida, N. Y.; Mt Holyoke '92-'94; clsfr & ctlgr Ansonia (Conn.) p. l. Sept. '96; ctlgr New York p. l. Oct. '96-Apr. '00; asst catalog div. Library of Congress, June '00-date.

*Present address.* Library of Congress, Washington, D. C.

- 195 Smith, Bessie Sargeant.** *Diploma 1898, B. L. S. 1907.* L. S. 1895-97.

Wellesley, Mass.; Wellesley, B. A. '95; libr Harlem lib., New York City, Aug. '97-Mar. '01; libr Carnegie-Stout f. l., Dubuque, Ia. '02-'07; asst libr Utica (N. Y.) p. l. '07-'09; libr Carnegie West branch, Cleveland p. l. '09-'11; acting director Western Reserve univ. lib. sch., Cleveland, '11-'12; supervisor of subbranches, Cleveland p. l. 1912-date; sec. New York lib. club, '00-'01; sec.-treas. L. S. assn, '06-date.

*Present address.* Cleveland Public Library, Cleveland, O.

- 196 Terwilliger, Mary Sayers.** L. S. Oct. 1895-May 1897.

Alfred, N. Y.; Alfred univ. Ph.B. '90, Ph.M. '92; ctlgr Utica (N. Y.)

p. l. May '97-June '98; ctlgr Bryn Mawr col. lib. Feb. '99; clsfr & ctlgr Worcester (Mass.) f. p. l. Mar. '99-Mar. '04; clsfr & ctlgr Clark univ. lib., Worcester, Mass. Nov. '04-Aug. '07.

*Present address.* Shinglehouse, Potter co., Pa.

- 197 Thompson, Madeleine Sylvester.** *1st yr certificate 1896.* L. S. Oct. 1895-Nov. 1896.

New York City; Cornell, B. S. '82; clsfr & ctlgr Arlington (R. I.) p. l. Sept. '96; ctlgr New York p. l. Nov. '96-date.

*Present address.* New York Public Library, 476 Fifth av., New York, N. Y.

- 198 Thorne, Elisabeth Gertrude.** *Diploma 1897, B. L. S. 1907.* L. S. 1895-97.

Skaneateles, N. Y.; Vassar, B. A. '95; asst loan dept Vassar col. lib. Sept. '94-June '95; ctlgr Utica (N. Y.) p. l. July '97-Sept. '98; librnr Port Jervis (N. Y.) f. l. Nov. '98-'08; librnr Kingston (N. Y.) city lib. '08-'09; instructor Syracuse univ. lib. sch. '10-date; N. Y. L. A. local sec. for lib. institutes for Orange, Ulster, Dutchess, Putnam & Rockland counties, '01-'10.

*Present address.* Syracuse University Library, Syracuse, N. Y.

- 199 Waterman, Lucy Dwight.** *Diploma 1897.* L. S. 1895-97.

Gorham, Me.; librnr College settlement lib., Rivington st., New York City, July-Aug. '96; clsfr & ctlgr Miss Masters's sch. lib., Dobbs' Ferry, N. Y. Nov. '96, Dec. '97; ctlgr Carnegie lib., Homestead, Pa. Jan.-Apr. '98; asst librnr Brooklyn p. l. Apr.-July '98; librnr New York law sch. lib. Sept. '98-Aug. '01; librnr Benson Mem. lib., Titusville, Pa. July '03-Oct. '09; ctlgr Syracuse (N. Y.) p. l. Apr.-July '10; acting librnr Kingston (N. Y.) p. l. Aug. '10-Jan. '11; asst ref. dept Carnegie lib., Pittsburgh, Aug. '02-July '03, ctlgr July '11-date.

*Present address.* Carnegie Library, Pittsburgh, Pa.

- 200 Willard, Julia Etta.** L. S. Oct. 1895-May 1896.

Watertown, N. Y.; Cornell, B. L. '85.

#### CLASS OF 1898

- 201 Bailey, Arthur Low.** *B. L. S. 1898.* L. S. 1896-98.

Methuen, Mass.; Tufts col. '94-'96; ctlgr Sunday sch. lib. St Peter's church, Albany, N. Y. Oct.-Dec. '97; clsfr & ctlgr New Milford (Conn.) lib. assn, Feb.-Mar. '98; asst N. Y. S. L. July-Sept. '98; sublibrnr accession dept, Oct. '98-'04; sec. book board, Oct. '99-'04; librnr Wilmington (Del.) inst, Nov. '04-date; councilor, A. L. A. '09-'10; pres. Pa. lib. club, '08-'09.

*Present address.* Wilmington Institute Free Library, Wilmington, Del.

- 202 Brown, Edna Adelaide.** *B. L. S. 1898.* L. S. 1896-98.

Providence, R. I.; Brown, '94-'96; asst Providence (R. I.) p. l. Mar.-July '95, special libraries custodian, Mar. '00-Oct. '01; clsfr & ctlgr Barrington (R. I.) p. l. July-Oct. '98; general asst Carnegie lib., Pittsburgh, Feb.-Nov. '99; ctlgr Rosenberg lib. assn, Galveston, Tex. Sept. '04-June '05, ref. librnr July '05-June '06; librnr Memorial Hall lib., Andover, Mass. Sept. '06-date.

*Present address.* Memorial Hall Library, Andover, Mass.

**203 Cook, William Burt, jr.** *B. L. S.* 1905. *L. S.* 1896-98.

Waterford, N. Y.; Cornell, B. A. '96; Union, LL.B. '03; clsfr & ctgr Hinsdale (Mass.) p. 1. June -Oct. '97, Sept. '00, Aug. '05, Aug. '10; asst N. Y. state pub. lib. div. July '98-Oct. '00; sublibrn N. Y. S. L. law div. Nov. '00- Jan. '10; clsfr & ctgr Bar assn lib., Hartford, Conn. July '06; clsfr N. Y. state attorney general's lib. Feb.-Mar. '07; clsfr N. Y. state R. R. comn lib. Apr. '07; clsfr Bar assn lib., Troy, N. Y. '09; asst librn law lib. in Brooklyn, Feb. '10-date.

*Present address.* Law Library in Brooklyn, Brooklyn, N. Y.

**204 De Puy, Almena Rebecca.** *L. S.* 1896-97.

Jackson, Mich.; Univ. of Michigan '88-'89; clsfr & ctgr Appleton (Wis.) p. 1. Jan.-Mar. '98; clsfr private lib. of A. L. Smith, sr, Appleton, Apr.-May '98; clsfr & ctgr Galesburg (Ill.) p. 1. Feb. '99-July '00; substitute Jackson (Mich.) p. 1. July-Dec. '92, asst Sept. '00-Sept. '01, ctgr '08-date.

*Present address.* Jackson, Mich.

**205 Garvin, Ethel.** *Diploma* 1902. *L. S.* 1896-98.

Lonsdale, R. I.; Brown '93-'96; asst Brown univ. lib. Sept. '95-June '96; asst Forbes lib., Northampton, Mass. Oct. '98-Feb. '00; periodical custodian Providence (R. I.) p. 1. Mar. '00-Oct. '01, special libraries custodian Nov. '01-date.

*Present address.* Public Library, Providence, R. I.

**206 Haynes, Frances Eliza.** *1st yr certificate* 1897. *L. S.* 1896-97.

Fitchburg, Mass.; Mt Holyoke, B. L. '95; librn Levi Heywood mem. lib., Gardner, Mass. Oct. '97-Sept. '01; asst librn Mt Holyoke col. lib. Sept. '01-date; sec. Western Mass. lib. club, '06-'08.

*Present address.* Mt Holyoke College Library, South Hadley, Mass.

**207 Hunt, Clara Whitehill.** *Honor diploma* 1898. *L. S.* 1896-98.

Utica, N. Y.; asst Utica p. 1. Aug. '95, July-Aug. '96; organizer children's dept Apprentices' lib., Philadelphia, Aug.-Sept. '98; asst ref. dept Newark (N. J.) f. p. 1. Oct. '98-Mar. '01, children's librn Mar. '01-Dec. '02; supt children's dept Brooklyn p. 1. Jan. '03-date; nonresident lecturer on lib. work with children, Training sch. for children's librn Carnegie lib., Pittsburgh, '03-'11; nonresident lecturer on lib. work with children, L. S. '04-'09, '11-date; nonresident lecturer on lib. work with children Drexel inst. lib. sch., Philadelphia, '10-'12; nonresident lecturer on lib. work with children Pratt inst. sch. of lib. sci., Brooklyn, various years.

*Present address.* Public Library, 26 Brevoort pl., Brooklyn, N. Y.

**208 Imhoff, Ono Mary.** *Honor 1st yr certificate* 1897. *L. S.* Oct. 1896-Jan. 1898.

Lincoln, Neb.; Woman's col. of Baltimore, B. A. '96; 1st asst ctgr Carnegie lib., Pittsburgh, Apr. '98- Dec. '00; librn Newark (N. Y.) p. 1. Jan.-Dec. '01; librn Jarvie mem. lib., Bloomfield, N. J. Jan. '02- July '04; reviser Wisconsin f. l. comn summer sch. for lib. training, May-Aug. '05; clsfr & ctgr Hearst f. l., Anaconda, Mont. Oct. '05-Jan. '06; asst librn legislative ref. room, Wisconsin f. l. comn, Madison, Feb. '06-date.

*Present address.* Wisconsin Free Library Commission, Madison, Wis.

- 209 Norton, Elisabeth** (Mrs Thomas H. Canfield). *1st yr certificate*. 1897. L. S. 1896-97.  
Albany, N. Y.; Univ. of Vermont, B. A. '96; ctlgr Univ. of Vermont lib., Burlington, July-Nov. '97; clsfr & ctlgr Westfield (N. Y.) acad. lib. Apr. '98; clsfr & ctlgr Darwin R. Barker lib. assn, Fredonia, N. Y. May '98; clsfr & ctlgr Barrington (R. I.) p. l. July-Oct. '98; married Thomas Hawley Canfield, 29 Dec. '98.
- 210 Officer, Helen Fuller.** L. S. 1896-97.  
Salt Lake City, Utah; Univ. of Denver, B. L. '86.  
*Present address.* 1557 Logan st., Denver, Col.
- 211 Reed, Mabel Florence.** *1st yr certificate* 1897. L. S. 1896-97.  
Portland, Me.; Smith, B. L. '96; ctlgr Y. M. C. A., New York City, May '98-Mar. '00; clsfr & ctlgr private lib. of Mrs Nataly Reynal, New York City, '00; ctlgr general soc. of mechanics' & tradesmen's lib., New York City, Feb. '01-Mar. '03; clsfr & ctlgr private lib. of Dr. Mills, New York City, Dec. '04-Jan. '05; temporary work for Columbia univ. lib., New York City, Mar.-Apr. '05; asst in filing dept, Stone & Webster, Boston, Oct. '06-date.  
*Present address.* 469 Highland av., Malden, Mass.
- 212 Rogers, Florence Sally** (Mrs Egbert P. Lincoln). *1st yr certificate* 1897. L. S. 1896-97.  
New London, Conn.; Wellesley, B. S. '94; substitute librn Lancaster (Mass.) p. l. Oct. '97-Apr. '99; asst clsfr & ctlgr Princeton univ. lib. May '99-May '00; asst catalog div. Library of Congress, May '00-Mar. '04; sr asst cataloging dept, Brooklyn p. l. Apr.-Dec. '04; ctlgr District of Columbia p. l. Jan.-Sept. '05; married Egbert Powell Lincoln, 7 Nov. '05.  
*Present address.* 429 Lincoln pl., Brooklyn, N. Y.
- 213 Sawyer, Laura Maria.** L. S. 1896-97.  
Wolfville, Nova Scotia; Acadia col. B. A. '96; asst librn Acadia col. lib., Wolfville, N. S. July '97-May '98; asst librn Perkins institution & Massachusetts sch. for blind, South Boston, Dec. '98-July '02, librn July '02-date.  
*Present address.* Perkins Institution & Massachusetts School for Blind, South Boston, Mass.
- 214 \* Sherrill, Cecelia Adelaide.** *1st yr certificate* 1898. L. S. 1896-98.  
New Hartford, N. Y.; Smith, B. A. '93; Amherst summer sch. of lib. econ. '93; asst Utica (N. Y.) p. l. Dec. '93-Oct. '96, ctlgr July, Sept. '97; ctlgr Worcester (Mass.) f. p. l. Aug. '98-Mar. '99; died, 2 Feb. '03.
- 215 Skinner, Marie Aurelia.** L. S. 1896-97.  
Lake Forest, Ill.; Lake Forest univ. B. A. '96; clsfr & ctlgr Ferry Hall sem. lib., Lake Forest univ. Oct. '97; librn Wisconsin state normal sch. lib., Oshkosh, Jan.-July '98; clsfr & ctlgr Lake Forest (Ill.) p. l. Dec. '98-July '99, librn July '99-Sept. '03.  
*Present address.* 7233 Harvard av., Chicago, Ill.
- 216 \* Williams, Hugh.** B. L. S. 1898. L. S. 1896-98.  
Cleveland, O.; Adelbert col. B. A. '96; Columbian, (George Washington) M. A. '99; asst Adelbert col. lib., Cleveland, July '95-May '96; asst Cleveland p. l. June-Aug. '96, July-Oct. '97; asst catalog div. Library of

- Congress, Oct. '98-'02; instructor Columbian univ. dept of lib. sci., Washington, Jan. '01-'02; sec. D. C. lib. assn, '01-'02; died, 18 Aug. '02.
- 217 \* Wilson, Ellen Summers.** *Diploma 1903.* L. S. 1896-98.  
Albany, N. Y.; clsfr & ctlgr Lib. of Woman's med. col. of New York infirmary for women & children, Sept.-Oct. '98; clsfr & ctlgr Johnstown (N. Y.) p. l. Oct.-Dec. '98; librn West End branch, Carnegie lib., Pittsburgh, Dec. '98-May '99, librn Wylie Ave. branch June '99-Dec. '01; librn Carnegie lib., Steubenville, O. '02-Mar. '04; died, 6 Nov. '04.
- 218 Wyer, James Ingersoll, Jr.** *B. L. S. 1898, M. L. S. 1905.* L. S. 1896-98.  
Minneapolis, Minn.; Univ. of Minnesota '95-'96; asst Minneapolis p. l. Jan.-Sept. '96; asst N. Y. S. L. Sept. '97-Aug. '98; lecturer on subject bibliography Wisconsin summer sch. of lib. sci., Madison, July '99; acting librn Univ. of Nebraska Sept. '98-Dec. '99, librn Dec. '99-Dec. '05, asst prof. of bibliography Apr. '99-'02, prof. of bibliography '02-'05; lecturer on U. S. govt doc. Minnesota summer sch. for lib. training, Minneapolis, '03-'04, Univ. of Wisconsin, Madison, '04, Iowa summer sch. for lib. training, Iowa City, July '08; lecturer Winona (Ind.) sch. for librns, Aug. '05; organizer & asst to librn Louisville (Ky.) f. p. l. Apr.-Aug. '05; ref. librn N. Y. S. L. '06, vice director, L. S. '06-'08; director N. Y. S. L. & L. S. June '08-date; vice pres. Neb. lib. assn '98-'99, pres. '99-'01; 2d vice pres. L. S. assn, '99-'00; pres. Neb. p. l. comn, '01-'05; sec. A. L. A. '02-'09, 1st vice pres. '09-'10, pres. '10-'11, counselor, '10-date; vice pres. N. Y. L. A. '06-'07.  
*Present address.* State Library, Albany, N. Y.

## CLASS OF 1899

- 219 Baker, Ethel** (Mrs Edmund L. Andrews). L. S. Oct. 1897-Feb. 1898, Mar.-June 1899.  
Chicago, Ill.; Northwestern univ., Evanston, Ill. Ph.B. '92; Univ. of Chicago, '92-'94; married Edmund Lathrop Andrews, 12 Oct. '99.
- 220 Creighton, John Barber.** L. S. Oct. 1897-May 1898.  
Malone, N. Y.; Colgate, Ph.B. '97.
- 221 Daggett, Caroline Mayhew.** L. S. 1897-98.  
Syracuse, N. Y.; instructor in cataloging Syracuse univ. Oct. '98-June '99; ctlgr Syracuse p. l. Sept. '98-May '99, head ctlgr May '99-date.  
*Present address.* Public Library, Syracuse, N. Y.
- 222 Guggenheimer, Aimée.** *B. L. S. 1899.* L. S. 1897-99.  
Baltimore, Md.; Woman's col. of Baltimore, B. A. '96; librn U. S. bureau of forestry, Washington, Nov. '99-May '04.  
*Present address.* 2064 Linden av., Baltimore, Md.
- 223 Hyatt, Bertha Evelyn.** *B. L. S. 1901.* L. S. 1897-99.  
Albany, N. Y.; Wellesley, B. A. '96; asst on A. L. A. exhibit for Paris exposition 1900, N. Y. S. L. Oct. '99-Apr. '00; ctlgr N. Y. S. L. Sept. '00-June '02; asst catalog div. Library of Congress, July '02-July '05.  
*Present address.* 358 Madison av., Albany, N. Y.

- 224 van Laer, Arnold Johan Ferdinand.** *B. L. S. 1905.* L. S. 1897-99.  
 Utrecht, Holland; Polytechnic sch., Delft, Holland; chief archivist  
 N. Y. S. L. June '99-date, in charge of translation of Dutch mss, June  
 1910-date.  
*Present address.* State Library, Albany, N. Y.
- 225 \* Lane, Lucius Page.** *Honor 1st yr certificate 1898.* L. S. 1897-98, took  
 senior work 1898-99 as nonresident student.  
 New York City; Massachusetts inst. of technology, B. S. '94; Harvard,  
 B. A. '95, M. A. '96; asst dept of documents & statistics Boston p. 1.  
 Aug. '98-June '00, ctlgr June '00-'03; died, 29 May '03.
- 226 McCall, Catharine.** *1st yr certificate 1898.* L. S. 1897-98.  
 Utica, N. Y.; ctlgr Univ. of Pennsylvania lib. Jan.-July '99; clsfr  
 Aug.-Oct. '99; clsfr & ctlgr Erwin lib., Boonville, N. Y. May-July '01;  
 clsfr & ctlgr North Carolina univ. lib., Chapel Hill, Aug.-Oct. '01; clsfr  
 & ctlgr Greenwich (N. Y.) f. l. '02; clsfr & ctlgr Moore mem. lib.,  
 Greene, N. Y. '04; substitute librnr Newark (N. Y.) p. 1. Aug. '04-Mar.  
 '05; clsfr & ctlgr Skene mem. lib., Griffin Corners, N. Y. '06; clsfr &  
 ctlgr St Johnsville (N. Y.) p. 1. '06; ctlgr office of pub. doc., Wash-  
 ington, '07; organizer Hoosick Falls (N. Y.) p. 1. '07.  
*Present address.* 114 John st., Utica, N. Y.
- 227 Mathews, Mrs. Jessie Frances (Holmes).** L. S. 1897-98, summer  
 course 1903.  
 New York City; Drury col. Ph.B. '83; Wellesley '88-'89; ctlgr Univ.  
 of Pennsylvania lib. Jan.-Sept. '99; jr asst cataloging dept, Brooklyn  
 p. 1. '04.  
*Present address.* 1800 N. Park av., Philadelphia, Pa.
- 228 Miersch, Ella Emilie.** *Diploma 1899, B. L. S. 1907.* L. S. 1897-99.  
 Allegheny, Pa.; Vassar, B. A. '97; librnr Southbridge (Mass.) p. 1.  
 Oct. '99-date.  
*Present address.* Public Library, Southbridge, Mass.
- 229 Rombauer, Bertha Emilie.** *Diploma 1899.* L. S. Oct. 1897-Mar. 1899.  
 St Louis, Mo.; ctlgr Cincinnati p. 1. Apr.-Oct. '99; librnr Sheboygan  
 (Wis.) p. 1. Apr. '00-Mar. '01; asst circ. dept St Louis p. 1. May '01-  
 Mar. '02.  
*Present address.* 612 Rialto Building, St Louis, Mo.
- 230 Shaw, Robert Kendall.** *B. L. S. 1901.* L. S. 1897-99, May-June 1900.  
 Worcester, Mass.; Harvard, B. A. '94; asst N. Y. S. L. Oct. '98-May  
 '01; asst catalog div. Library of Congress, May '01-'04; librnr Brockton  
 (Mass.) p. 1. Aug. '04-Jan. '05; asst librnr Worcester (Mass.) f. p. 1.  
 Feb. '05-Jan. '09, librnr Jan. '09-date; pres. Mass. lib. club, '10-'11; pres.  
 Bay Path lib. club, '10-'12.  
*Present address.* Free Public Library, Worcester, Mass.
- 231 Smith, Laura.** L. S. 1897-98.  
 Cincinnati, O.; ctlgr Cincinnati p. 1. Aug. '98-July '00, chief of catalog  
 & ref. depts '00-date; sec. Ohio lib. assn, '03-'04.  
*Present address.* Public Library, Cincinnati, O.
- 232 Williams, Mary Floyd.** *B. L. S. 1900.* L. S. Jan.-1898-June 1900.  
 Oakland, Cal.; Univ. of California '85-'89; Univ. of Illinois lib. sch.  
 Sept. '97-Jan. '98; vice director's asst, L. S. Mar. '99-July '00, asst in

charge of summer course May '99-July '00; in charge of accession, classification & catalog depts Mechanics inst., San Francisco, Nov. '00-Sept. '01; instructor in charge Univ. of California summer sch. of lib. sci., Berkeley, '02; treas. Cal. lib. assn, '01; vice pres. L. S. assn, '02-'03.  
*Present address.* 969 Brush st., Oakland, Cal.

**233 Windeyer, Margaret.** *Diploma 1900.* L. S. 1897-99.

Sydney, Australia; clsfr & ctlgr private lib. of Mrs George L. Stedman, Loudonville, N. Y. June '98; clsfr & ctlgr Catskill (N. Y.) p. 1. Sept.-Nov. '99; asst on A. L. A. exhibit for Paris exposition 1900, N. Y. S. L. Dec. '99-Apr. '00; clsfr & ctlgr Canajoharie (N. Y.) union high sch. lib. Aug.-Sept. '00; clsfr & ctlgr Port Chester (N. Y.) lib. Nov. '00-Jan. '01; librn Wells col. lib., Aurora, N. Y. Jan.-Apr. '01; asst New South Wales p. 1. Sydney, Australia, July '01-date.

*Present address.* New South Wales Public Library, Sydney, New South Wales, Australia.

**234 Windsor, Phineas Lawrence.** *Honor 1st yr certificate 1898.* L. S. 1897-99.

Evanston, Ill.; Northwestern univ., Evanston, Ill. Ph.B. '95; asst Northwestern univ. lib. Sept. '94-June '95; asst Y. M. C. A. lib., Albany, N. Y. Oct. '97-Sept. '00; ctlgr Diocesan lending lib., All Saints cathedral, Albany, N. Y. '99-Sept. '00; asst N. Y. S. L. law div. June '99-Oct. '00; chief of index & catalog div. copyright office, Library of Congress, Oct. '00-Sept. '03; librn Univ. of Texas lib., Austin, Sept. '03-Aug. '09; librn Univ. of Illinois lib. & director lib. sch. Aug. '09-date; pres. L. S. assn, '03-'04; sec. Texas lib. assn, '03-'07; librn Texas acad. of sci. '04-'09; councilor, A. L. A. '09-date.

*Present address.* University of Illinois Library, Urbana, Ill.

**235 Wood, Harriet Ann.** *1st yr certificate 1898.* L. S. 1897-98.

Saginaw West Side, Mich.; Vassar, B. A. '93; Univ. of Chicago '94-'95; asst ctlgr Buffalo (N. Y.) p. 1. Sept. '98-Apr. '99; asst ctlgr Cincinnati p. 1. Apr. '99-July '00, 1st asst ctlgr July '00-Sept. '01; vice director & instructor Iowa lib. comn summer sch. for lib. training, Iowa City, '01-'02, instructor '08; chief ctlgr Iowa state univ. lib., Iowa City, Sept. '01-Oct. '03; librn Cedar Rapids (Ia.) f. p. 1. Oct. '03-Apr. '10; instructor Minnesota p. 1. comn summer sch. for lib. training, Minneapolis, '09; sch. librn Portland (Ore.) lib. assn, Apr. '10-date; pres. Iowa lib. assn, '08-'09.

*Present address.* Portland Library Association, Portland, Ore.

CLASS OF 1900

**236 Ashley, Frederick William.** *1st yr certificate 1899.* L. S. Oct. 1898-May 1900.

Painesville, O.; Adelbert col. B. A. '85, M. A. '88; Yale divinity sch. '85-'86; Harvard '91-'92; librn Painesville (O.) p. 1. Mar.-Sept. '98; asst N. Y. S. L. June '99-May '00; chief of correspondence div. copyright office, Library of Congress, May '00-Oct. '09; chief of order div. Library of Congress, Nov. '09-date; sec. D. C. lib. assn, '04-'05.

*Present address.* Library of Congress, Washington, D. C.



- 237 Barker, Emma Elizabeth.** *1st yr certificate 1899.* L. S. 1898-1901.  
Plattsburg, N. Y.; Wellesley, B. A. '98; asst Y. M. A. lib., Albany,  
N. Y. June '99-Apr. '01, librn Apr. '01-date.  
*Present address.* Y. M. A. Library, Albany, N. Y.
- 238 Borden, Fanny.** *B. L. S. 1901.* L. S. 1898-1900.  
Fall River, Mass.; Vassar, B. A. '98; asst librn Bryn Mawr col. lib.  
Feb. '01-Sept. '03; associate librn Smith col. lib. '03-'06; asst Vassar  
col. lib. '08-'09, clsfr & ctlgr '09-'10, ref. librn '10-date.  
*Present address.* Vassar College Library, Poughkeepsie, N. Y.
- 239 Brown, Bertha Mower** (Mrs Robert K. Shaw). L. S. 1898-1900.  
Eau Claire, Wis.; Univ. of Wisconsin '97-'98; asst Eau Claire (Wis.)  
p. l. Jan. '95-Aug. '97, librn July '00-July '01; organizer Wisconsin f. l.  
comm, Aug.-Dec. '01; librn Madison (Wis.) f. l. Dec. '01-'02; sec. Wis.  
lib. assn, '01; married Robert Kendall Shaw, 20 Sept. '02.  
*Present address.* 10 Monadnock road, Worcester, Mass.
- 240 Burnet, Duncan.** *1st yr certificate 1899.* L. S. 1898-99.  
Avondale, Cincinnati, O.; Pomona col. '95-'96; Lehigh univ. '97-'98;  
ctlgr Cincinnati p. l. July '99-May '00; head ctlgr Univ. of Missouri  
lib., Columbia, Oct. '01-Oct. '04; librn Univ. of Georgia, Athens, Oct.  
'04-date.  
*Present address.* University of Georgia Library, Athens, Ga.
- 241 Cheney, Lucy Davey.** L. S. Oct. 1898-Feb. 1899.  
Rutland, Vt.; 2d asst Rutland (Vt.) f. l. '93-Feb. '96, 1st asst Feb.  
'96-Feb. '98, librn Apr. '99-date; 2d vice pres. Vt. lib. assn, '10, 1st  
vice pres. '11-'12.  
*Present address.* Public Library, Rutland, Vt.
- 242 Crump, Richard Law.** L. S. Nov. 1898-June 1899.  
New London, Conn.; Williams, B. A. '91; attendant delivery dept  
New York p. l. '02-'03; asst in lib. of The Association of the bar of  
the city of New York, '03-'08.  
*Present address.* 430 W. 20th st., New York, N. Y.
- 243 Defendorf, Days Elizabeth** (Mrs George S. Price). *1st yr certificate  
1899.* L. S. 1898-99.  
Fairport, N. Y.; Cornell, Ph.B. '98; asst librn Wesleyan univ lib.,  
Middletown, Conn. July '99-July '04; married George S. Price, Sept.  
'04.  
*Present address.* Fairport, N. Y.
- 244 Dickey, Helene Louise.** *1st yr certificate 1899.* L. S. 1898-99.  
Racine, Wis.; Ferry Hall sem., Lake Forest univ. '75-'77; librn  
Chicago teachers col. Sept. '99-date.  
*Present address.* Chicago Teachers College, 68th st. & Stewart av.,  
Chicago, Ill.
- 245 Dobbin, Mabel Calder** (Mrs Arthur L. Bailey). L. S. 1898-99.  
Fairport, N. Y.; Cornell, Ph.B. '98; asst on A. L. A. exhibit for  
Paris exposition 1900, N. Y. S. L. Oct. '99-July '00; asst N. Y. state  
trav. lib. div. Nov. '00-Aug. '03; married Arthur Low Bailey, 3 Sept. '03.  
*Present address.* Care of Wilmington Institute Free Library, Wil-  
mington, Del.

- 246 Earll, May** (Mrs Okel P. Fralick). L. S. Oct.-Dec. 1898.  
Syracuse, N. Y.; Cornell, Ph.B. '98; asst Syracuse p. l. '97; married Okel P. Fralick.
- 247 Fatout, Nellie Barbara.** *Honor 1st yr certificate 1899.* L. S. 1898-99.  
Indianapolis, Ind.; De Pauw univ. B. A. '92; clsfr & ctlgr Anderson (Ind.) p. l. Sept. '99-July '00; asst Indiana state lib. June-Sept. '99, Oct.-Nov. '00; ctlgr Bedford (Ind.) p. l. Feb.-June '01; librn Elwood (Ind.) p. l. June '01-July '04; asst Bedford branch Brooklyn p. l. July '04-Jan. '06, 1st asst Pacific branch, Feb. '06-Mar. '08, asst in charge Sheepshead Bay branch, Mar. '08-Apr. '09, librn New Utrecht branch, Apr.-Nov. '09, librn Pacific branch, Nov. '09-date.  
*Present address.* Brooklyn Public Library, Fourth av. & Pacific st. Brooklyn, N. Y.
- 248 Fossler, Anna Katherine.** *1st yr certificate 1899.* L. S. 1898-99, Feb.-Mar., May-June 1900.  
Lincoln, Neb.; Univ. of Nebraska, B. S. '95; asst Univ. of Nebraska lib. '96-Sept. '97; asst Univ. of Illinois lib. Oct. '97-July '98; clsfr & ctlgr Brooks mem. lib., Dunkirk, N. Y. July-Aug. '99; clsfr & ctlgr White Plains (N. Y.) p. l. Aug.-Nov. '99; clsfr & ctlgr Stamford (N. Y.) sem. & union sch. lib. Nov. '99-Feb. '00; clsfr & ctlgr Hendrick Hudson f. l., Hudson, N. Y. May, July '00; head of catalog dept. Univ. of California lib. Aug. '00-May '09; supervisor of serials Columbia univ. lib. June '09-date; treas. Cal. lib. assn. '05.  
*Present address.* Columbia University Library, New York, N. Y.
- 249 Goulding, Philip Sanford.** *Honor 1st yr certificate 1899.* L. S. 1898-99.  
Wilmington, Vt.; Yale, B. A. '98; clsfr New Hampshire state lib. July '99-Aug. '00; head ctlgr Univ. of Missouri lib. Jan.-Sept. '01; clsfr & ctlgr Univ. of the South lib., Sewanee, Tenn. Sept. '01-May '02; asst catalog div. Library of Congress, July '02-Sept. '06; catalog librn Univ. of Illinois, Oct. '06-date.  
*Present address.* University of Illinois Library, Urbana, Ill.
- 250 Gracie, Helen Black.** L. S. Nov.-Dec. 1897, 1898-99.  
Germantown, Pa.; asst ref. dept Worcester (Mass.) f. p. l. Feb.-Dec. '00; 1st asst order dept Carnegie lib., Pittsburgh, Apr. '01-'08; asst order dept Univ. of Illinois lib. Jan.-May '09; head of order dept Seattle (Wash.) p. l. June '09-date.  
*Present address.* Public Library, Seattle, Wash.
- 251 Haines, Jane Bowne.** *Honor 1st yr certificate 1899.* L. S. 1898-99.  
Cheltenham, Pa.; Bryn Mawr, B. A. '91, M. A. '92, fellow in history & political science '92-'93; associate librn Bryn Mawr col. lib. Sept. '95-Sept. '98; asst catalog div. Library of Congress, May '00-Feb. '03.  
*Present address.* Cheltenham, Pa.
- 252 Harris, Harry Wilde.** L. S. Oct. 1898.  
East Orange, N. J.; Princeton, B. A. '98.
- 253 \*Holcomb, Caroline Edith** (Mrs Frederick C. Case). L. S. 1898-99.  
New York City; asst librn Beardsley lib., Winsted, Conn. July '99-'02; married Frederick Chester Case, 22 Feb. '00; died, Oct. '11.

- 254 Knight, Marion Ada.** *Diploma 1903.* L. S. 1898-1900.  
Lynn, Mass.; clsfr & annotator Carnegie lib., Pittsburgh, Aug. '00-date.  
*Present address.* Carnegie Library, Pittsburgh, Pa.
- 255 \* McKnight, Herbert.** L. S. 1898-1901.  
Albany, N. Y.; Cornell, B. L. '95; asst hist. div. N. Y. S. L. Oct. '98-July '01, Sept. '01; asst maps & charts div. Library of Congress, July '01-'04; died, 9 Sept. '06.
- 256 Marx, Bertha.** *1st yr certificate 1899.* L. S. 1898-99.  
Toledo, O.; Cornell, B. S. '98; general asst Worcester (Mass.) f. p. l. Jan.-Dec. '00; librn Sheboygan (Wis.) p. l. Apr. '01-date.  
*Present address.* Public Library, Sheboygan, Wis.
- 257 Mudge, Isadore Gilbert.** *B. L. S. 1900.* L. S. 1898-1900.  
Brooklyn, N. Y.; Cornell, Ph.B. '97; ref. librn & asst prof. of lib. econ. Univ. of Illinois, Sept. '00-'02; librn Bryn Mawr col. lib. '03-'07; instructor dept of lib. sci. Simmons col., Boston, Feb.-June '10; ed. annual supplements & 5 yearly consolidations of Kroeger's Guide to Study and Use of Reference Books, '11; ref. librn Columbia univ. lib. '10-date; instructor in bibliography & reference Columbia univ. summer session, '11-date.  
*Present address.* Columbia University Library, New York, N. Y.
- 258 Norén, Selma Constance** (Mrs Ralph Haggard). L. S. 1898-99.  
McCook, Neb.; Univ. of Nebraska, B. A. '98; asst Lincoln (Neb.) city lib. Mar.-May '97, substitute asst librn, July '97; married Ralph Haggard, 12 Feb. '02.  
*Present address.* 1145 K st., Lincoln, Neb.
- 259 \* Paddock, Catherine Dix** (Mrs William F. Baker). L. S. 1898-99.  
Chicago, Ill.; Univ. of Chicago, Ph.B. '98; clsfr & ctlgr Greenville (O.) p. l. Mar.-July '99; annotator Chicago pub. sch. art soc. July-Sept. '99; ctlgr Western soc. of engineers lib., Chicago, Oct.-Nov. '99; clsfr & ctlgr Illinois col. lib., Jacksonville, Jan.-June '01; ctlgr Adams mem. lib., Wheaton, Ill. Sept.-Oct. '01; married William Fleet Baker, 20 July '01; died, 11 July '06.
- 260 Paine, Florence Augusta** (Mrs George R. Noyes). *B. L. S. 1901.* L. S. 1898-1900.  
Boston, Mass.; Smith '92-'95; asst N. Y. S. L. Mar. '99-June '00, vice director's asst, L. S. Sept. '00-June '02; married George Rapall Noyes, 31 July '02.  
*Present address.* 2249 College av., Berkeley, Cal.
- 261 \* Phellis, Nellie Abigail.** L. S. Oct.-Dec. 1898.  
Mechanicsburg, O.; Ohio Wesleyan, B. A. '92; died, 14 Nov. '99.
- 262 Ray, Frances Katharine.** L. S. Oct. 1898-Jan. 1899, 1900-1.  
Albany, N. Y.; Cornell, Ph.B. '98; clsfr & ctlgr Sesame reading club lib., Madison ave. reformed church, Albany, N. Y. July-Aug. '01; clsfr & ctlgr Millbrook (N. Y.) f. l. Jan.-Feb. '02; clsfr & ctlgr Sidney (N. Y.) p. l. May-June '02; clsfr & ctlgr Union f. l., Albany, N. Y. '03; asst N. Y. S. L. Sept. '03-date.  
*Present address.* State Library, Albany, N. Y.

- 263 Rockwell, Adaline Benson.** L. S. 1898-99.  
 Oneida, N. Y.; Univ. of Wisconsin, B. L. '98; asst librn Hampton (Va.) normal & agric. inst. Jan. '02-June '10; librn Oneida (N. Y.) high sch. lib. Aug. '10-date.  
*Present address.* 54 Broad st., Oneida, N. Y.
- 264 Saxton, Ida Louise** (Mrs Albert H. Wilcox). B. L. S. 1900. L. S. 1898-1900.  
 Clyde, N. Y.; Syracuse univ. Ph.B. '93, Ph.M. '96; clsfr & ctlgr Lyons (N. Y.) high sch. lib. Aug. '00; married Albert Henry Wilcox, 26 Dec. '00.  
*Present address.* Rochester, N. Y.
- 265 Smith, Faith Edith.** *Honor 1st yr certificate 1899.* L. S. 1898-1900.  
 Aurora, Ill.; Northwestern univ., Evanston, Ill. Ph.B. '96; asst Northwestern univ. lib. Sept. '92-July '98; asst N. Y. S. L. Mar. '99-Sept. '00; librn Sedalia (Mo.) p. l. Nov. '00-'07; instructor Chautauqua (N. Y.) summer lib. sch. '07; asst to director Training sch. for children's librns, Carnegie lib., Pittsburgh, Oct. '07-Dec. '09; director of training class, Chicago p. l. Jan. '10-date; in charge of summer library course, Univ. of California, '12; vice pres. Mo. lib. assn. '01-'02; sec. professional training section of A. L. A. '11-'12.  
*Present address.* Public Library, Chicago, Ill.
- 266 Squires, Norma May** (Mrs Henry W. Beer). L. S. Oct. 1898-Apr. 1899.  
 West Haven, Conn.; Vassar, B. A. '98; asst Brooklyn p. l. June '00-Oct. '03; married Henry Ward Beer, 13 Nov. '03.  
*Present address.* 315 Ditmas av., Brooklyn, N. Y.
- 267 Stewart, Irene.** *Honor 1st yr certificate 1899.* L. S. 1898-99.  
 Peoria, Ill.; Univ. of Michigan, B. A. '94; asst Peoria (Ill.) p. l. Sept. '94-Oct. '98; ctlgr Worcester (Mass.) f. p. l. July '99-Oct. '03; ctlgr Carnegie lib., Pittsburgh, Oct. '03-Dec. '07, asst ref. dept, Feb. '06-date, ed. of lib. publications, Dec. '07-date.  
*Present address.* Carnegie Library, Pittsburgh, Pa.
- 268 Van Allen, Edith** (Mrs Sanford L. Redwine). L. S. 1898-99.  
 Albany, N. Y.; ctlgr Y. M. C. A., New York City, July-Dec. '99; clsfr & ctlgr Hendrick Hudson f. l., Hudson, N. Y. July-Nov. '00; ctlgr Pruyn lib., Albany, N. Y. May-June '01; asst Univ. of California lib. '01-'02; married Sanford Lee Redwine, 14 May '07.  
*Present address.* Talmadge, Mendocino co., Cal.
- 269 Wood, Gertrude Pamilla** (Mrs John A. Wright). *Honor 1st yr certificate 1899.* L. S. 1898-99.  
 Bellevue, O.; Wellesley, B. A. '97; ctlgr Worcester (Mass.) f. p. l. July '99-'02; married John A. Wright, 29 Sept. '02.  
*Present address.* 806 E. Main st., Bellevue, O.

## CLASS OF 1901

- 270 Bascom, Elva Lucile.** B. L. S. 1905. L. S. 1899-1901.  
 Greensburg, O.; Allegheny col. B. A. '94; asst N. Y. S. L. July '00-Sept. '01, asst ed. of publications, Oct. '01-Jan. '07, ref. asst Jan. '07-Sept. '08; ed. A. L. A. Booklist, Madison, Wis. Oct. '08-date.  
*Present address.* A. L. A. Booklist, Madison, Wis.

- 271 Beard, Josephine** (Mrs A. W. Heywood). *1st yr certificate 1900.* L. S. 1899-1900.

West Springfield, Mass.; Oberlin col. B. A. '94; asst librn Fisk univ., Nashville, Tenn. '95-Mar. '98; asst Maine state lib. Nov. '00-'01; clsfr & ctlgr Lawrence lib., Fairfield, Me. Apr.-June, Oct. '01; clsfr & ctlgr Skowhegan (Me.) p. l. Nov.-Dec. '01; ctlgr Lewiston (Me.) p. l. '03, librn, Feb. '03-? married A. W. Heywood.

- 272 Brown, Charles Harvey.** *1st yr certificate 1900.* L. S. 1899-1901.

Round Lake, N. Y.; Wesleyan, B. A. '97, M. A. '99; asst Wesleyan univ. lib. July '97-June '99; clsfr & ctlgr Y. M. C. A., Boston, June-Sept. '00; asst catalog div. Library of Congress, July '01-Jan. '03; clsfr John Crerar lib., Chicago, '03, ref. librn '04-'09; asst librn Brooklyn p. l. '09-date; sec. Bibliographical soc. of Chicago, '03-'05; sec. Chicago lib. club, '04-'05; pres. L. S. assn, '07-'08; pres. Long Island lib. club, '10-'11.

*Present address.* Brooklyn Public Library, 26 Brevoort pl., Brooklyn, N. Y.

- 273 Casamajor, Mary.** *1st yr certificate 1900.* L. S. 1899-1900, 1902-3.

Brooklyn, N. Y.; Adelphi col. B. A. '99; filer & indexer of correspondence, Munson steamship line, New York City, Jan.-Oct. '01; librn Asbury Park (N. J.) p. l. Nov. '01-Aug. '02; substitute Tompkins Park branch Brooklyn p. l. Aug. '03, 1st asst Sept. '03-Dec. '05; 1st asst Prospect branch Brooklyn p. l. Dec. '05-Feb. '06, librn Mar. '06-date.

*Present address.* Prospect Branch, Brooklyn Public Library, Brooklyn, N. Y.

- 274 Davis, Esther Mercy.** L. S. 1899-1900.

Oneida, N. Y.; Cornell, Ph.B. '99; ctlgr University club lib., New York City, Nov. '00-'03; organizer Y. M. C. A. lib., Tarrytown, N. Y. '03; clsfr Lib. of Amer. soc. for prevention of cruelty to animals, New York City, '03; ctlgr Paterson (N. J.) f. p. l. '03-'04; in charge Lib. of Training sch. for teachers, Brooklyn, '04-'07, librn '07-date; lib. teacher Washington Irving high sch., New York City, '07.

*Present address.* Training School for Teachers, Prospect pl., Brooklyn, N. Y.

- 275 Goetzman, Charlotte Eve.** L. S. 1899-1900.

Boone, Ia.; Northwestern univ., Evanston, Ill. Ph.B. '94; asst Boone high sch. lib. Apr.-Sept. '99; clsfr & ctlgr Eldora (Ia.) p. l. Feb.-Apr. '01; clsfr & ctlgr Algona (Ia.) p. l. May-Aug. '01; clsfr & ctlgr Fort Dodge (Ia.) p. l. Nov. '01-Aug. '03, ctlgr Sept. '06-Feb. '10, librn Mar.-Dec. '10; clsfr & ctlgr Estherville (Ia.) p. l. Feb.-Mar. '05; asst Portland (Ore.) lib. assn, Apr. '05-June '06; clsfr & ctlgr Mapleton (Ia.) high sch. lib. Nov.-Dec. '11.

*Present address.* 312 Boone st., Boone, Ia.

- 276 Green, Walter Cox.** *1st yr certificate 1900.* L. S. 1899-1900.

Dighton, Mass.; Harvard, B. A. '89, M. A. '92; Harvard divinity sch. B. D. '92; asst New York p. l. Nov. '00-'04; librn & sec. of faculty, Meadville (Pa.) theol. sch. '04-date.

*Present address.* Theological School, Meadville, Pa.

**277 Hall, Drew Bert.** *B. L. S. 1901. L. S. 1899-1901.*

Brunswick, Me.; Bowdoin, B. A. '99; asst Bowdoin col. lib. Sept. '95-Sept. '99; asst N. Y. S. L. Sept. '00-July '01; librn Millicent lib., Fairhaven, Mass. July '01-May '11; librn Somerville (Mass.) p. 1. June '11-date; 2d vice pres. Cape Cod lib. club '04-'05, 1st vice pres. '05-'07, pres. '08-'09; sec. Mass. lib. club, '07-'11; A. L. A. councilor, '09-'10.

*Present address.* Public Library, Somerville, Mass.

**278 Hays, Alice Newman.** *B. L. S. 1903. L. S. 1899-1901.*

Pasadena, Cal.; Leland Stanford Junior univ. B. A. '96; asst N. Y. State trav. lib. div. June-Sept. '01; asst in charge of periodicals Leland Stanford Junior univ. lib. Oct. '01-July '02, supervisor of periodicals, Aug. '02-July '04, clsfr Aug. '04-date.

*Present address.* Leland Stanford Junior University Library, Stanford University, Cal.

**279 Hyde, Sara Gardner.** *Honor 1st yr certificate 1900. L. S. 1899-1901.*

Ware, Mass.; Mt Holyoke graduate '92; asst N. Y. State study clubs div. July '00-July '01; asst catalog div. N. Y. S. L. July '01-Mar. '03; ctlgr U. S. geological & geographical survey lib. Mar. '03-Sept. '07; catalog reviser Yale univ. lib. Nov. '07-date.

*Present address.* Yale University Library, New Haven, Conn.

**280 Keller, Helen Rex.** *1st yr certificate 1900. L. S. 1899-1901.*

Jamaica Plain, Mass.; Smith, B. L. '99; asst in charge of Barton-Ticknor hall, Boston p. 1. Oct. '01-Aug. '02; clsfr & ctlgr Iowa State lib. Oct. '02-Mar. '04; 2d asst Utica (N. Y.) p. 1. '04-'05; ctlgr Colgate univ. lib. '05-'06; asst librn & instructor in lib. sch. Drexel inst., Philadelphia, '06-'09; 2d asst clsfr cataloging dept, Columbia univ. lib. '09-date; instructor in lib. econ. Columbia univ. summer session, '09-date.

*Present address.* Columbia University Library, New York, N. Y.

**281 Landsberg, Emil M.** *L. S. 1899-1900.*

New York City; Univ. of Rochester, Ph.B. '94; clsfr & ctlgr N. Y. state bureau of labor statistics, Albany, N. Y. July-Oct. '00; asst Buffalo (N. Y.) p. 1. Oct. '00-Jan. '01; librn & indexer New York Times, Mar. '01-'04; librn & indexer New York American, Oct. '06-'09; librn & indexer Unit Steel Cabinet Co., New York City, '00-date.

*Present address.* Unit Steel Cabinet Co., 332 Broadway, New York, N. Y.

**282 Lyman, Mary Alice** (Mrs Nathaniel L. Goodrich). *B. L. S. 1905. L. S. 1899-1901.*

Waverly, N. Y.; Smith, B. L. '99; asst div. of educ. extension, N. Y. state educ. dept, May '01-June '08; married Nathaniel Lewis Goodrich, 30 July '08.

*Present address.* Hanover, N. H.

**283 Maltbie, Anne Louise.** *1st yr certificate 1900. L. S. Oct. 1899-Feb. 1901.*

Granby, Conn.; Smith, '94-'95; asst N. Y. S. L. Oct.-Dec. '00; ctlgr Connecticut state lib. Oct. '01-'03; clsfr & ctlgr Cragin mem. lib., Colchester, Conn. '05; asst clsfr & ctlgr Hartford (Conn.) p. 1. '05; clsfr & ctlgr Manchester (Conn.) p. 1. '06; asst Columbia univ. lib. '11; ctlgr New Haven (Conn.) p. 1. Dec. '11-date.

*Present address.* Public Library, New Haven, Conn.

- 284 Mathews, Mary Eliza.** *1st yr certificate 1900.* L. S. 1899-1900, 1902-3. Brooklyn, N. Y.; Adelphi col. B. A. '99; ctlgr New York p. l. Feb.-June '01; librnr Amer. inst. of mining engineers, New York City, July '01-May '02; substitute New Utrecht branch Brooklyn p. l. '03, 1st asst Bushwick branch, Sept. '03-Sept. '05, sr asst Williamsburg branch, Oct. '05-Sept. '07, supervisor of branches & in charge of apprentice class, Oct. '07-Apr. '09, librnr De Kalb branch, Oct. '09-date.  
*Present address.* De Kalb Branch, Brooklyn Public Library, Brooklyn, N. Y.
- 285 \* Nutting, Gertrude Belle.** *Honor 1st yr certificate 1900.* L. S. 1899-1900.  
Whitewater, Wis.; Univ. of Wisconsin, B. L. '93; Radcliffe '93-'94; clsfr & ctlgr St Agnes sch. lib., Albany, N. Y. Dec. '00-Feb. '01; asst Univ. of Wisconsin lib. Oct. '01; died, 29 Dec. '06.
- 286 Phelps, Anna Redfield.** *1st yr certificate 1902.* L. S. 1899-1901.  
Syracuse, N. Y.; Vassar, B. A. '73; special work preliminary to opening Fletcher mem. lib., Ludlow, Vt. Oct.-Nov. '01; ctlgr private lib. of Robert C. Pruyn, Albany, N. Y. Dec. '01-Feb. '02; asst L. S. summer course, June '02; asst Chautauqua lib. sch. July-Aug. '02; clsfr & ctlgr Lenox (Mass.) lib. Oct.-Nov. '02; ctlgr St Mark's mission lib., Philadelphia, Jan.-Mar. '03; instructor Ind. p. l. comn, May '03-Aug. '05; head instructor Winona technical inst. lib. sch., Indianapolis, Sept. '05-Dec. '07; lib. organizer N. Y. S. L. Jan. '08-date; vice pres. N. Y. L. A. '08-'09; vice pres. L. S. assn, '11-'12.  
*Present address.* State Library, Albany, N. Y.
- 287 Prentiss, May Louise** (Mrs Joel Stebbins). L. S. 1899-1900.  
Lincoln, Neb.; Univ. of Nebraska, B. A. '99; asst Univ. of Nebraska lib. Sept. '95-June '97; clsfr & ctlgr private lib. of Albert Vander Veer, M. D., Albany, N. Y. July '00; ctlgr Bryn Mawr col. lib. Sept. '00-Dec. '01; 1st asst catalog dept Carnegie lib., Pittsburgh, Jan. '02-June '04; ctlgr Library of Congress, Sept. '04-May '05; married Joel Stebbins, June '05.  
*Present address.* Care of University of Illinois, Urbana, Ill.
- 288 Rigby, Grace Kendrick.** L. S. Oct.-Dec. 1899.  
Mt Vernon, Ia.; Cornell col. Mt Vernon, Ia. Ph.B. '99.
- 289 Sanderson, Edna May.** *B. L. S. 1911.* L. S. 1899-1901.  
Albany, N. Y.; Wellesley, B. A. '99; asst, L. S. July '00-May '02, vice director's asst, June '02-Oct. '05, registrar, Oct. '05-date.  
*Present address.* State Library School, Albany, N. Y.
- 290 Silliman, Caroline Elizabeth** (Mrs Archibald T. Erickson). L. S. Oct. 1899-Apr. 1900.  
Hudson, Wis.; Oberlin col. Ph.B. '91; Univ. of Chicago, Ph.M. '96; librnr Wisconsin state normal sch., River Falls, Apr. '00-June '05; married Rev. Archibald Theodore Erickson, 14 June '05.  
*Present address.* Waupaca, Wis.
- 291 Smith, Marie Martin** (Mrs Joseph C. Ralston). L. S. 1899-1900.  
New Hope, Pa.; Training sch. for children's librns Carnegie lib., Pittsburgh, '01-'02; asst Buffalo (N. Y.) p. l. Oct. '00-Sept. '01; children's librnr Lawrenceville branch Carnegie lib., Pittsburgh, Oct. '02-

Oct. '03; asst in charge of children's work Rosenberg lib., Galveston, Tex. Nov. '03-Mar. '05; married Dr Joseph Courtenay Ralston, June '05.  
*Present address.* Galveston, Tex.

**292 Springer, May Z.** (Mrs. A. G. W. Childs). L. S. 1899-1900.

Indianapolis, Ind.; Franklin col. Ph.B. '98; libr Alma col. lib. Oct. '00-July '01; ctgr Reuben McMillan f. l., Youngstown, O. Aug. '01-Feb. '02; asst ctgr Indiana state lib. Oct. '06-Jan. '07; asst in bindery dept John Crerar lib., Chicago, Jan.-July '07; married A. G. W. Childs, 14 May '02.

*Present address.* Fort Wayne st., Kokomo, Ind.

**293 Thompson, Helen Morton.** B. L. S. 1903. L. S. 1899-1900, 1901-2.

Cheltenham, Md.; Woman's col. of Baltimore, B. A. '94; asst N. Y. S. L. Feb.-July '01; asst catalog div. Library of Congress, July '02; ctgr U. S. dept of agric lib., Washington, 28 July '02-date.

*Present address.* Laurel, Md.

**294 Virgin, Edward Harmon.** L. S. 1899-1900.

Dedham, Mass.; Harvard, B. A. '99; asst catalog dept Harvard univ. lib. Sept. '00-'04; libr General theol. sem., New York City, '04-date; treas. New York lib. club '06-'07, pres. '11-'12.

*Present address.* General Theological Seminary, New York, N. Y.

**295 Vought, Sabra Wilbur.** B. L. S. 1907. L. S. 1899-1901.

Jamestown, N. Y.; Allegheny col. B. A. '99; asst Chautauqua lib. sch. July-Aug. '01, head instructor '06-'09, '11-date; libr Univ. of Tennessee lib., Knoxville, Sept. '01-Feb. '10; instructor in ref. work & bibliography, Winona (Ind.) sch. for librns, '04-'05; asst organizer Ohio lib. comn, Feb. '10-date.

*Present address.* Ohio Library Commission, Columbus, O.

**296 Whitmore, Frank Hayden.** B. L. S. 1902. L. S. 1899-1901.

Gardiner, Me.; Harvard, B. A. '99; clsfr & ctgr Fort Orange club lib., Albany, N. Y. Feb.-Apr. '00; asst libr Bowdoin col. lib. Aug. '01-July '05; libr Brockton (Mass.) p. l. Aug. '05-date; vice pres. Lib. art club, '08-'10; vice pres. Mass. lib. club. '09-'11.

*Present address.* Public Library, Brockton, Mass.

**297 Willcox, Frank Grenell.** 1st yr certificate 1900. L. S. 1899-1900.

Holyoke, Mass.; Colgate, B. A. '94; libr Holyoke (Mass.) p. l. Aug. '00-date; vice pres. Western Mass. lib. club, '01; 2d vice pres. Mass. lib. club, '05.

*Present address.* Public Library, Holyoke, Mass.

**298 Williams, Edward Christopher.** Honor 1st yr certificate 1900. L. S. 1899-1900.

Cleveland, O.; Adelbert col. B. L. '92; Amherst summer sch. of lib. econ. '95; libr Adelbert col. lib., Cleveland, '94-'09, lecturer on bibliography, Nov. '00-'09, lecturer on ref. work, Nov. '01-'09; instructor Western Reserve univ. lib. sch. '04-'09; sec. Ohio lib. assn, '01.

*Present address.* M Street High School, Washington, D. C.

**299 Woodin, Gertrude Lee.** 1st yr certificate 1900. L. S. 1899-1900.

Greenport, N. Y.; Wellesley, B. A. '92; clsfr & ctgr Albany (N. Y.) f. l. June-Sept. '00; asst libr Holyoke (Mass.) p. l. Nov. '00-Mar. '02; asst in branch libraries of U. S. dept of agric., Washington, Apr. '02-



Oct. '06; ctlgr Library of Congress, Oct. '06-Jan. '08; head ctlgr U. S. bureau of educ. lib., Washington, Jan. '08-Dec. '11; head ctlgr U. S. geological survey lib. Dec. '11-date.

*Present address.* U. S. Geological Survey Library, Washington, D. C.

- 300 Yust, William Frederick.** *B. L. S. 1901.* L. S. summer course 1899, L. S. 1899-1901.

Peacecreek, Kans.; Central Wesleyan col. B. A. '93, M. A. '98; Univ. of Chicago '94-'96; asst Univ. of Chicago lib. Oct. '96-Sept. '99; ctlgr Y. M. C. A., Albany, N. Y. June-July '00; asst N. Y. S. L. July '00-July '01; subinspector N. Y. S. L. & home educ. dept, July '01-Dec. '04; librnr Louisville (Ky.) p. l. Jan. '05-Apr. '12; librnr Rochester (N. Y.) p. l. May '12-date; 2d vice pres. L. S. assn, '02-'03; councilor, A. L. A. '07-'12; pres. Ky. lib. assn, '07-'12; pres. lib. dept Southern educ. assn, '11-'12; member Ky. library comm. 1911-'12.

*Present address.* Public Library, Rochester, N. Y.

#### CLASS OF 1902

- 301 Avery, Jessie Ruth.** *L. S. 1900-1.*

Rochester, N. Y.; Vassar '98-'99; asst Brooklyn p. l. '02-'07; asst Cleveland p. l. '08-'10; librnr Patterson lib., Westfield, N. Y. '10-'11; asst Rochester theol. sem. lib. '12-date.

*Present address.* Rochester Theological Seminary, Rochester, N. Y.

- 302 Barr, Charles James.** *B. L. S. 1903.* L. S. 1900-2.

River Forest, Ill.; Univ. of Michigan, Ph. B. '92; ctlgr N. Y. state bureau of labor statistics, Albany, N. Y. May '01; clsfr & ctlgr Wilmington (Del.) hist. soc. lib. July-Aug. '01; asst N. Y. S. L. May '01-May '02; asst catalog div. Library of Congress, '02; ref. librnr John Crerar lib., Chicago, '02-'03, asst librnr '03-date; lecturer on ref. work Winona (Ind.) sch. for librns, '04-'05.

*Present address.* John Crerar Library, Chicago, Ill.

- 303 Burnham, Alice Miriam** (Mrs-Hanford). *Honor 1st yr certificate 1901.* L. S. 1900-2.

Hamilton, N. Y.; Vassar, B. A. '00; married Mr-Hanford.

- 304 Clafflin, Louise.** *1st yr certificate 1901.* L. S. 1900-1.

Cleveland, O.; col. for women of Western Reserve univ. Ph. B. '98; asst Cleveland p. l. Nov. '99-Sept. '00, asst ctlgr Aug. '01-Jan. '06; order clerk Portland (Ore.) lib. assn, Feb. '06-May '09; asst order dept Cleveland p. l. June '09-Apr. '10, 1st asst order dept, May '10-date.

*Present address.* Public Library, Cleveland, O.

- 305 Colcord, Mabel.** *Honor 1st yr certificate 1901.* L. S. 1900-2.

Dover, Mass.; Radcliffe, B. A. '95; asst Y. M. A. lib., Albany, N. Y. July-Sept. '01; asst N. Y. state trav. lib. div. Nov. '01-June '02; asst ctlgr Iowa state univ. lib., Iowa City, '02-'03, asst librnr in charge, '03-'04; clsfr & ctlgr Nevada (Ia.) p. l. July '03; librnr Bureau of entomology, U. S. dept of agric., Washington, '04-date.

*Present address.* Bureau of Entomology, U. S. Dept of Agriculture, Washington, D. C.

- 306 Converse, Minnie Louise.** *1st yr certificate 1901.* L. S. 1900-1.

Saginaw, West Side, Mich.; Univ. of Michigan, B. A. '86; librnr Alma

col. lib. Sept. '01-'02; libr Central state normal sch., Mt Pleasant, Mich. '02-date; treas. Mich. lib. assn, '05-'07, 1st vice pres. '11-'12.

*Present address.* Central State Normal School, Mt Pleasant, Mich.

- 307 Crampton, Susan Charlotte.** *Honor 1st yr certificate 1901.* L. S. 1900-2.

St Albans, Vt.; Vassar, B. A. '94; 1st asst ref. dept Carnegie lib., Pittsburgh, '02-'08; ref. libr Tacoma (Wash.) p. l. '08-'11.

*Present address.* 1918 Beacon st., Boston, Mass.

- 308 Cramton, Ellen Brown.** *1st yr certificate 1901.* L. S. 1900-1.

Rutland, Vt.; Wellesley, B. A. '00; libr Levi Heywood mem. lib., Gardner, Mass. Aug. '01-May '04; substitute Rutland (Vt.) f. l. June-Sept. '07.

*Present address.* 111 Park av., Rutland, Vt.

- 309 Crewitt, Mrs Julia Maria Sumner** (Mrs George W. Stoddard). *1st yr certificate 1901.* L. S. 1900-1.

Omaha, Neb.; Univ. of Nebraska, B. A. '98, M. A. '00; asst Univ. of Nebraska lib. Dec. '01-'02; married George W. Stoddard, 5 Jan. '03.

*Present address.* Belfast, Me.

- 310 Davidson, Irville Fay.** L. S. 1900-1.

Weymouth, Mass.; Harvard, B. A. '97; clsfr & ctlgr Wilmington (Del.) hist. soc. lib. July-Aug. '01; libr & instructor St Stephen's col. lib., Annandale, N. Y. '04-date.

*Present address.* St Stephen's College Library, Annandale, N. Y.

- 311 Deming, Margaret Childs** (Mrs Edward H. Molony). *1st yr certificate 1901.* L. S. 1900-1.

Sacramento, Cal.; Univ. of California '90-'91; Leland Stanford Junior univ. B. A. '97; ctlgr Maclure lib., Pittsford, Vt. '02; clsfr Brandon (Vt.) p. l. '02; libr Lorain (O.) p. l. '03-'04; libr Troy (N. Y.) p. l. Jan.-July '05; married Rev. Edward Hely Molony, 17 Aug. '05.

*Present address.* St. Mary's Rectory, Pacific Grove, Cal.

- 312 Dunn, Florence Elizabeth.** *Honor 1st yr certificate 1901.* L. S. 1900-2.

Waterville, Me.; Colby col. B. A. '96; ctlgr Laurence p. l., Fairfield, Me. '02; selection of books & ctlgr Lithgow p. l., Augusta, Me. '03; clsfr & ctlgr Waterville (Me.) p. l. '04-'05; ctlgr Skowhegan (Me.) p. l. '07; clsfr & ctlgr Eastern state normal sch. lib., Castine, Me., July-Aug. '08.

*Present address.* 40 College av., Waterville, Me.

- 313 Fuller, Frances Howard.** *Honor 1st yr certificate 1901.* L. S. 1900-2.

New York City; Vassar, B. A. '94; children's libr & library hostess, Millicent lib., Fairhaven, Mass. Oct. '02-Jan. '05; in charge children's dept Springfield (Mass.) city lib. assn, Jan. '05-Sept. '06; asst sec. Woman's municipal league, New York City, Nov. '06-May '09; sec. City hist. club, New York City, Sept. '09-Apr. '12.

*Present address.* 420 W. 118th st., New York, N. Y.

- 314 Gay, Ernest Lewis.** L. S. 1900-2.

Boston, Mass.; Harvard, B. A. '97; ctlgr Harvard univ. lib. '02-'04; organizer Inst. of 1770 lib., Cambridge, Mass. '05; libr Soc. for preservation of New England antiquities, Boston.

*Present address.* 20 Beacon st., Boston, Mass.

- 315 Glen, Henry.** L. S. Oct. 1900-Mar. 1901.  
Schenectady, N. Y.; Union, B. A. '93, LL. B. '95; libr Schenectady (N. Y.) p. 1. Sept. '95-date.  
*Present address.* Public Library, Schenectady, N. Y.
- 316 Green, Lillian Pearle.** *Honor 1st yr certificate 1901.* L. S. 1900-1.  
Stanford University, Cal.; Leland Stanford Junior Univ. B. A. '98; ctgr St Agnes sch. lib., Albany, N. Y. Dec. '00; asst Leland Stanford Junior univ. lib. Jan. '98-July '00, chief asst Aug. '01-July '04, ref. libr Aug. '04-July '09 (absent on leave, Aug. '07-July '09).  
*Present address.* 13 East av., Ithaca, N. Y.
- 317 Hawkins, Jean.** B. L. S. 1909. L. S. 1900-2.  
Malone, N. Y.; Smith, B. M. '97; ctgr Bryn Mawr col. lib. '02-'03; libr Eau Claire (Wis.) p. 1. '03-'05; ctgr museum lib. Brooklyn inst. of arts & sciences, '06; organizer Saratoga (N. Y.) Athenaeum, Mar.-Oct. '06; sublibr (classification) N. Y. S. L. Nov. '06-date, instructor, L. S. summer course, '07-date, instructor, L. S. '10-date.  
*Present address.* State Library, Albany, N. Y.
- 318 Houghton, Celia Mabelle.** B. L. S. 1904. L. S. 1900-2.  
Littleton, Mass.; John B. Stetson univ. B. A. '97; asst Forbes lib., Northampton, Mass. Nov. '99-July '00; clsr & ctgr Ashby (Mass.) p. 1. July-Aug. '01; clsr & ctgr Madison (Wis.) f. l. '02; libr Albany (N. Y.) pub. sch. lib. '03-date; sec. Hudson River lib. club, '04-'05; sec. lib. section of N. Y. state teachers assn, '10-'11.  
*Present address.* 99 Ten Broeck st., Albany, N. Y.
- 319 Hunter, Dexter, jr.** L. S. Oct. 1900-Apr. 1901.  
Albany, N. Y.; Harvard, B. A. '99; asst Buffalo (N. Y.) p. 1. Oct. '01-'02.  
*Present address.* 268 State st., Albany, N. Y.
- 320 Lamb, Eliza.** *1st yr certificate 1901.* L. S. 1900-2.  
Utica, N. Y.; Western col. for women, B. A. '00; asst in lib. of Western col. for women, Oxford, O. Sept. '96-June '00, libr Sept. '02-Sept. '04; asst catalog dept mechanics' inst. lib., San Francisco, Oct. '04-Apr. '06; general substitute Utica (N. Y.) p. 1. summers of '03 & '06; asst catalog div. Library of Congress, Oct. '06-Nov. '10; ctgr Coast artillery sch. lib., Fortress Monroe, Va. Nov. '10-date.  
*Present address.* Coast Artillery School, Fortress Monroe, Va.
- 321 Mann, Olive Louise** (Mrs Frank H Brundage). B. L. S. 1905. L. S. 1900-2.  
Florence, Mass.; Smith, B. A. '00; asst catalog div. Library of Congress, '02-'05; asst Lilly lib. assn, Florence, Mass. '06-'08; married Frank H. Brundage, 24 Aug. '08.  
*Present address.* 12 Prospect st., Florence, Mass.
- 322 Mullan, Lydia.** *Honor 1st yr certificate 1901.* L. S. 1900-2.  
Lincoln, Neb.; Univ. of Nebraska, B. A. '92, M. A. '06; asst loan dept Buffalo (N. Y.) p. 1. July-Aug. '01; ctgr McGill univ. lib., Montreal, Canada, '02-'04, '05-'06, instructor in McGill univ. summer sch. for librns, '07.  
*Present address.* 2790 Broadway, Manhattan Borough, New York, N. Y.

- 323 Peck, George Mann.** L. S. Oct. 1900-Jan. 1901.  
 Phelps, N. Y.; Williams, B. A. '92; librn Lawrenceville (N. J.) sch. lib. Sept. '99-Aug. '00; librn Tome inst., Port Deposit, Md. Feb.-June '01.  
*Present address.* Phelps, N. Y.
- 324 Pope, Seth Ellis.** L. S. 1900-1.  
 Gardiner, Me.; Bowdoin, B. A. '95; ref. asst Watkinson lib., Hartford, Conn. '02-'03; asst Bowdoin col. lib. '03; librn Insurance lib. assn, Boston, '03-'08; lib. asst Pratt inst. f. l., Brooklyn, '09-'12; librn High sch. of commerce, New York City, Apr. '12-date.  
*Present address.* High School of Commerce, 155 W. 65th st., New York, N. Y.
- 325 Pritchett, Sarah Byrd.** L. S. 1900-1.  
 Glasgow, Mo.; Mt Holyoke '87-'88; Washington Univ., St Louis, Mo. '90-'91; Pritchett col. M. A. '91; asst catalog div. Library of Congress, July '01-date.  
*Present address.* Catalog Division, Library of Congress, Washington, D. C.
- 326 Rodgers, Anna Hendricks** (Mrs George W. Wright). *B. L. S. 1905.*  
 L. S. 1900-2.  
 Albany, N. Y.; Mt Holyoke, B. A. '00; asst N. Y. S. L. Feb. '96-Dec. '99 (for short periods), Aug. '00-July '02; librn Pruyn lib., Albany, N. Y. '02-'06; instructor in cataloging & classification McGill univ. summer sch. for librns, Montreal, '04, '05, '06; married Rev. George William Wright, 26 June '07.  
*Present address.* Box 437, Manila, P. I.
- 327 Rodgers, Nancy Jane** (Mrs Ward W. Silver). *1st yr certificate 1901.*  
 L. S. 1900-1.  
 Topeka, Kans.; Washburn col. B. A. '97; asst Washburn col. lib. Sept. '95-June '97, librn Sept. '01-?; married Ward W. Silver.
- 328 Smith, Mary Alice.** *Honor 1st yr certificate 1901.* L. S. 1900-2.  
 Worcester, Mass.; Smith, B. A. '97; asst Worcester (Mass.) f. p. l. Oct. '97-Sept. '00; ctgr St Agnes sch. lib., Albany, N. Y. Dec. '00; asst N. Y. S. L. May '01-Aug. '02, asst in charge hist. div. Sept. '02-Aug. '03; 1st asst Duquesne (Pa.) p. l. Aug. '03-July '04; librn La Crosse (Wis.) p. l. Aug. '04-date; sec. Wis. state lib. assn, '07, vice pres. '10-'11.  
*Present address.* Public Library, La Crosse, Wis.
- 329 Stimson, Florence.** L. S. 1900-1.  
 Avondale, Cincinnati, O.; Univ. of Cincinnati '96-'98; asst ctgr Mercantile lib., New York City, '03-'06; asst literature dept Women's board of home missions, New York City, '06-'07; clerk college dept McMillan Co., New York City, '07-'08; loan desk asst Univ. of Cincinnati lib. '08-date.  
*Present address.* 190 E. McMillan st., Cincinnati, O.
- 330 Taber, Josephine.** *B. L. S. 1903.* L. S. 1900-2.  
 Salem, O.; Wellesley '83-'85; asst loan dept Carnegie lib., Pittsburgh. '02-'03; asst librn Seattle (Wash.) p. l. '03-'04, supervisor of branches & children's dept, '05-'11, supt of branches, '12-date.  
*Present address.* Public Library, Seattle, Wash.

- 331 Wade, Edith Sutcliffe.** *B. L. S. 1905. L. S. 1900-2.*  
 Verdoz, N. Y.; Mt Holyoke, B. A. '00; asst N. Y. S. L. June-Dec '01; clsfr & ctlgr private lib. of Albert Vander Veer, M. D., Albany, N. Y. '02; clsfr & ctlgr Delhi (N. Y.) p. 1. '03; clsfr & ctlgr Milton (N. Y.) p. 1. '03; clsfr & ctlgr Claverack (N. Y.) p. 1. '03; clsfr & ctlgr Cohoes (N. Y.) pub. sch. lib. '03; libr South Bethlehem (Pa.) p. 1. Oct. '03-'04; substitute Mt Holyoke col. lib. '04; ctlgr Paterson (N. J.) p. 1. '04-'05; asst Troy (N. Y.) p. 1. Mar. '05-date.  
*Present address.* Public Library, Troy, N. Y.
- 332 Whittemore, Benjamin Arthur.** *B. L. S. 1903. L. S. 1900-2.*  
 Cambridgeport, Mass.; Harvard, B. A. '92, M. A. '93; libr Worcester (Mass.) acad. Sept. '98-June '99; asst N. Y. S. L. & home educ. dept, July '01-Dec. '02; asst A. L. A. pub. board, Boston, Dec. '02-June '03; libr Massachusetts New Church Union, July '07-date; N. Y. L. A. local sec. for lib. institutes for Albany district, '01-'02.  
*Present address.* 16 Arlington st., Boston, Mass.
- 333 Whittier, Florence.** *Honor 1st yr certificate 1901. L. S. 1900-2.*  
 Riverside, Cal.; Leland Stanford Junior univ. B. A. '99; asst Univ. of California summer sch. of lib. sci., Berkeley, June-July, '02; clsfr Mechanics' inst. lib., San Francisco, Sept. '02-Apr. '03, ref. libr Apr.-Sept. '03, ctlgr Sept. '03-Apr. '06; libr Sedalia (Mo.) p. 1. Nov. '07-Sept. '09; asst to sec. A. L. A., Chicago, Sept. '09-Sept. '10; asst libr Univ. of Missouri lib., Columbia, Sept. '10-date; instructor Missouri summer lib. sch. '12; treas. Cal. lib. assn, '03-'04; sec. Mo. lib. assn, '08, '09, '12.  
*Present address.* University of Missouri Library, Columbia, Mo.
- 334 Wiggins, Pauline Gertrude (Mrs William J. Leonard).** *B. L. S. 1903. L. S. 1900-2.*  
 Manchester, N. H.; Smith, B. L. '90; Radcliffe, M. A. '95; asst N. Y. S. L. June '01-'02; libr West Virginia univ. lib., Morgantown, '02-'07; married William Jackson Leonard, 5 Sept. '06.  
*Present address.* Care of West Virginia University, Morgantown, W. Va.

## CLASS OF 1903

- 335 Bacon, Corinne.** *B. L. S. 1906. L. S. 1901-3.*  
 New Britain, Conn.; Packer collegiate inst. '88-'90; asst New Britain (Conn.) inst. lib. Dec. '94-July '01; asst N. Y. S. L. Oct. '02-Oct. '03, instructor, L. S. Oct '03-July '10; chief of catalog dept, Newark (N. J.) f. p. 1. Sept. '10-Aug. '12, ref. asst 8 mos, 1911; director, Drexel institute lib. and lib. sch., Philadelphia, Aug. '12-date.  
*Present address.* Drexel Institute, Philadelphia, Pa.
- 336 Barnes, Walter Lowrie.** *L. S. 1901-2.*  
 Westerville, O; Otterbein univ. Ph.B. '98; libr Y. M. C. A., Albany, N. Y. '02-'06; asst libr Univ. of Colorado lib., Boulder, '06-'09, acting libr '09-'11, (leave of absence '10-'11).  
*Present address.* 1405 16th st., Boulder, Colo.
- 337 Bennett, Bertha Ilione.** *B. L. S. 1905. L. S. 1901-3.*  
 Ilion, N. Y.; Syracuse univ. B. L. '99; scientific asst lib. of sci., U. S. dept of agric., Washington, '03-'04.  
*Present address.* 45 John st., Ilion, N. Y.

- 338 Blunt, Florence Tolman.** *B. L. S.* 1903. *L. S.* summer course 1901, *L. S.* 1901-3.

Haverhill, Mass.; Mt Holyoke, B. L. '96, B. A. '99; substitute Haverhill (Mass.) p. 1. '98-'01, clsfr & ref. librn '03-date; clsfr Salem (N. H.) p. 1. summer '09; instructor summer course in lib. sci. Simmons col., Boston, '11-'12.

*Present address.* Public Library, Haverhill, Mass.

- 339 Brown, Zaidee.** *L. S.* 1901-3.

Palo Alto, Cal.; Leland Stanford Junior univ. B. A. '98; librn St Agnes sch. lib., Albany, N. Y. '01-'03; asst, *L. S.* Aug. '02-May '03; clsfr & ctlgr Brookline (Mass.) p. 1. July '03-July '05; asst librn '05-Feb. '08; instructor summer course in lib. sci. Simmons col., Boston, '07; lib. organizer N. Y. S. L. Feb. '08-Sept. '10; agent Massachusetts f. p. 1. comm, Oct. '10-date; sec.-treas., league of lib-comms, 1912-date.

*Present address.* Free Public Library Commission, State House, Boston, Mass.

- 340 Chapman, Grace Darling (Mrs George W. Chisholm).** *B. L. S.* 1903. *L. S.* 1901-3.

Geneva, N. Y.; Lake Erie col. B. L. '01; ctlgr Lake Erie col. lib., Painesville, O. Sept. '00-June '01; ctlgr Cleveland (O.) p. 1. summer '02; asst N. Y. S. L. '03-'04; librn Lorain (O.) p. 1. '05-'07; librn Lima (O.) p. 1. '07-'08; married George W. Chisholm, '08.

*Present address.* 1145 W. High st., Lima, O.

- 341 Clarke, Mary Reynolds.** *L. S.* 1901-2.

Whitinsville, Mass.; Wellesley '76-'78, Smith '79-'80; children's librn Worcester (Mass.) f. p. 1. summer '02; librn Levi Heywood mem. lib., Gardner, Mass. '04-'08; librn Atlanta univ., Atlanta, Ga. '08-date, temporary asst Harvard univ. lib. summer '11.

*Present address.* Atlanta University, Atlanta, Ga.

- 342 Donnelly, June Richardson.** *B. L. S.* 1907. *L. S.* 1901-3.

Cincinnati, O.; Cincinnati univ. B. S. '95; ctlgr Cleveland p. 1. Aug.-Sept. '02; asst ctlgr & ref. asst Cincinnati p. 1. July '03-Sept. '05; instructor in ref. work, dept of lib. sci., Simmons col., Boston, Sept. '05-Feb. '10; director Drexel inst. lib. & lib. sch., Philadelphia, Feb. '10-date; in charge summer lib. sch., Univ. of Pennsylvania, '12; lib. teacher, Washington Irving H. S. New York City Sept. 12-date.

*Present address.* Washington Irving High School, New York City.

- 343 Draper, Annie Elizabeth.** *Diploma* 1903. *L. S.* 1901-3.

Auburn, N. Y.; Cornell, '00-'01; Washington col. of law, LL.B. '08; George Washington univ. M. P. L. '11; ctlgr Cleveland p. 1. '02; ctlgr Y. W. C. A., Albany, N. Y. '03; asst Brooklyn p. 1. '03; librn & ed. office of pub. roads, U. S. dept of agric., Washington, '05-'09, in charge Bureau of chemistry lib., U. S. dept of agric., '03-'05, law clerk '09-'10, librn '11-date.

*Present address.* Bureau of Chemistry, U. S. Dept of Agriculture, Washington, D. C.

- 344 Eastwood, Mary Edna.** *L. S.* 1901-4.

Albany, N. Y.; Vassar, B. A. '99; clerk N. Y. S. L. & home educ.

dept, 18 Sept. '00-'02; asst, book selection & annotation, N. Y. S. L. '02-date.

*Present address.* State Library, Albany, N. Y.

- 345 Ferguson, Milton J.** *Honor 1st yr certificate 1902.* L. S. 1901-2.

Norman, Okla.; Univ. of Oklahoma, B. A. '01, M. A. '06; asst Univ. of Oklahoma lib. July '00-June '01, librn Sept. '01-Dec. '07; ctlgr Rochester (N. Y.) engineering soc. '02; asst librn California state lib., Sacramento, Jan. '08-date.

*Present address.* California State Library, Sacramento, Cal.

- 346 Gibbs, Ethel Nye** (Mrs Harry E. Sprague). L. S. Oct.-Dec. 1901.

Grafton, Mass.; Wellesley, B. A. '01; married Harry E. Sprague, '03.

*Present address.* Kirkwood, Mo.

- 347 \* Greene, Elizabeth Elma Harrington.** L. S. Oct.-Dec. 1901.

Battle Creek, Mich.; Univ. of Chicago, Ph.B. '99; died, 2 Dec. '04.

- 348 Groves, Charlotte Elizabeth, B. L. S. 1905.** L. S. 1901-3.

Alfred, N. Y.; Wilson col. B. A. '99; asst Wilson col. lib., Chambersburg, Pa. Sept. '95-June '99; asst Alfred univ. lib. Sept. '00-June '01; ctlgr Cleveland p. 1. summer '02; asst N. Y. S. L. '03-'06; asst catalog div. Library of Congress, '07-'10; head clsfr Univ. of Chicago lib. '10-date.

*Present address.* University of Chicago Library, Chicago, Ill.

- 349 Hazeltine, Alice Isabel.** L. S. 1901-2.

Warren, Pa.; Syracuse univ. Ph.B. '01; reviser Chautauqua lib. sch. July-Aug. '02; clsfr & ctlgr Tuesday 'club lib., Mayville, N. Y. Sept.-Oct. '02; asst catalog dept Buffalo (N. Y.) p. 1. Feb. '03-May '05; librn Carnegie p. 1., Oil City, Pa. June 05-Sept. '06; supervisor children's rooms Carnegie lib., Pittsburgh, Sept. '06-Oct. '08, chief children's librn, Oct. '08-Apr. '09, librn Hazelwood branch, May '09-Aug. '11, 1st asst, children's dept & 1st asst to director of Training sch. for children's librns, Sept. '11-date.

*Present address.* Carnegie Library, Pittsburgh, Pa.

- 350 Hepburn, William Murray.** B. L. S. 1903. L. S. 1901-3.

Pictou, Nova Scotia; Dalhousie, B. A. '95, M. A. '97; asst Presbyterian col. lib., Halifax, summer '02; asst ref. librn John Crerar lib., Chicago, '03-'04; librn Purdue univ. lib., Lafayette, Ind. '04-date; instructor Indiana p. 1. comn summer sch. for librns, Richmond, '09-date; pres. N. Y. S. L. S. assn, 1911-12.

*Present address.* Purdue University Library, Lafayette, Ind.

- 351 Jenks, Edwin Munroe, Diploma 1904.** L. S. '01-'03.

Boston, Mass.; Columbia '05-'06; acting librn Boston lib. soc. Aug. '02; clsfr & ctlgr St Agnes sch. lib., Albany, N. Y. Jan. '03; shelflister Montague branch Brooklyn p. 1. June-Oct. '03, asst Bedford branch, Nov.-Dec. '03, asst Prospect branch Jan. '04-Dec. '05; applied sci. ref. librn Pratt inst. f. l., Brooklyn, Dec. '05-Sept. '06; reviewer Music literature, Library journal, Dec. '05-date; librn Inst. of musical art, New York City, Oct. '06-Dec. '08; ctlgr U. S. Military acad. lib., West Point, N. Y. June-Sept. '09; acting librn U. S. Bureau of standards, Washing-

ton, Nov. '09-Feb. '10; clsfr & ctgr of ref. material, real estate dept, New York American, Sept. '10-date.

*Present address.* Real Estate Dept, New York American, New York, N. Y.

- 352 Katz, Louise Waldman.** *Honor 1st yr certificate 1903.* L. S. 1901-3. Ithaca, N. Y.; Cornell, B. S. '00; ctgr Univ. of California lib., Berkeley, '03-date.

*Present address.* University of California Library, Berkeley, Cal.

- 353 Larsen, Martha Emily.** L. S. 1901-2.

Kristiana, Norway; Det kongelige norske Frederiks univ., Kristiana, Ph.B. '96; asst Det Deichmanske bibliotek, Kristiana, Mar. '99-'01; chief librn Folkebiblioteket, Trondhjem, Norway, '02-date; married Mr Jahn '11.

*Present address.* Folkebiblioteket, Trondhjem, Norway.

- 354 MacCarthy, Sara Ann.** L. S. 1901-2.

Rochester, N. Y.; Vassar, B. A. '95.

- 355 McCurdy, Robert Morrill.** B. L. S. 1903. L. S. 1901-3.

Andover, Mass.; Harvard, B. A. '00; asst shelf dept Harvard univ. lib. '02; asst Brooklyn p. l. '03; ctgr Gardner A. Sage lib., New Brunswick, N. J. '03-'07; head of order dept Univ. of Illinois lib. '07-'11; librn Young Men's Mercantile lib. assn, Cincinnati, O. '11-date.

*Present address.* Young Men's Mercantile Library Association, Cincinnati, O.

- 356 Marvin, George Ritchie.** L. S. 1901-2.

Brookline, Mass.; Hamilton, B. A. '01, M. A. '02; asst librn New England historic genealogical soc., Boston, '02.

*Present address.* Care of S. W. Telephone & Telegraph Co., Dallas, Tex.

- 357 Patterson, Marian.** *1st yr certificate 1902.* L. S. 1901-2.

Jamestown, N. Y.; Wellesley, B. A. '01; asst accession dept Buffalo (N. Y.) p. l. '05-'06; asst in various branches, Carnegie lib., Pittsburgh, '06-'09, stations librn '10-date.

*Present address.* Carnegie Library, Pittsburgh, Pa.

- 358 Perry, Everett Robbins.** B. L. S. 1903. L. S. 1901-3.

Worcester, Mass.; A. B. Harvard 1906; asst Harvard univ. lib. '03; general asst St Louis p. l. '04-'05; general asst New York p. l. '06, sec. to librn July '06-Dec. '09, chief shelf dept Jan. '10-May '11, chief information dept May '11-Sept. '11; librn Los Angeles p. l. Sept. '11-date, councilor, A. L. A. 1912-date.

*Present address.* Public Library, Los Angeles, Cal.

- 359 Seligsberg, Ella Rosina** (Mrs Alexander W. Dreyfoos). B. L. S. 1903. L. S. 1901-3.

New York City; Barnard, B. A. '99; asst N. Y. state home educ. dept, '02-'03; 1st asst librn & instructor in lib. sch. Drexel inst., Philadelphia, '03-'06; 2d asst catalog dept & instructor of apprentices Columbia univ. lib. '06-'07, asst ref. librn, '07-'08; married Alexander Wallace Dreyfoos, 8 Apr. '09.

*Present address.* 110 Hillside av., Mt Vernon, N. Y.

- 360 Tweedell, Edward David.** *Honor 1st yr certificate 1903.* L. S. Oct.-Dec. 1901, Jan.-June 1903, Oct.-June 1904.



Providence, R. I.; Brown, Ph.B. '01; asst Providence p. l. July '98-Sept. '01, auditor '05-'06; clsfr & ctlgr Rhode Island med. soc. lib., Providence, '03-'04; asst N. Y. S. L. '04; asst ref. librn John Crerar lib., Chicago, '07-'08, ref. librn '09-date; sec. Chicago lib. club '09-'10, vice pres. '10-'11, pres. '11-'12.

*Present address.* John Crerar Library, Chicago, Ill.

- 361 Waters, Caroline Elmina.** *1st yr certificate 1902.* L. S. 1901-2.

Chardon, O.; Col. for women of Western Reserve univ. Ph.B. '97; asst col. for women of Western Reserve univ. lib. Sept. '94-June '98; asst Adelbert col. lib., Cleveland, Sept. '97-June '01; ctlgr Cleveland p. l. '02-'03; clsfr & Ctlgr Bellevue (O.) p. l. '03-'04; clsfr & ctlgr private lib. of J. A. Wright, Bellevue, O. '03-'04; ctlgr & ref. librn Paterson (N. J.) p. l. '04-'06; asst Bureau of chemistry lib., U. S. dept of agric., Washington, '06-'07; librn Col. for women of Western Reserve univ. '07-date.

*Present address.* College for Women of Western Reserve University Library, Cleveland, O.

- 362 Whittlesey, Julia Margaret.** *B. L. S. 1903.* L. S. 1901-3.

Cleveland, O.; Lake Erie col. B. L. '99; asst Cleveland p. l. Dec. '99-Apr. '00, Sept. '00-Sept. '01; instructor lib. dept Simmons col., Boston, '03-'04; instructor Western Reserve univ. lib. sch. '04-'06, acting director '06-'07, director '07-date, (leave of absence '11-'12).

*Present address.* Western Reserve University Library School, Cleveland, O.

- 363 Wyer, Malcolm Glenn.** *B. L. S. 1903.* L. S. 1901-3.

Excelsior, Minn.; Univ. of Minnesota, B. A. '99, M. L. '01; asst Univ. of Minnesota lib. Sept. '00-June '01; librn Colorado col. lib., Colorado Springs, Sept. '03-July '04; acting librn State univ. of Iowa, Iowa City, Sept. '04-June '06, librn June '06-date; instructor in ref. work & trade bibliography, Iowa lib. comn summer sch. for lib. training, '05-date; resident director Iowa summer sch. for lib. training, '06-date; pres. Iowa lib. assn, '10-'11; pres. Iowa City lib. club, '07-'08, '11-'12.

*Present address.* State University of Iowa Library, Iowa City, Ia.

#### CLASS OF 1904

- 364 Barker, Beatrice J.** *1st yr certificate 1903.* L. S. 1902-4.

Providence, R. I.; Brown, Ph.B. '95; asst N. Y. S. L. June-Dec. '04; ctlgr Springfield (Mass.) city lib. assn, Jan.-Aug. '05; ctlgr Univ. of California lib. Oct. '05-Dec. '08; chief of catalog dept Univ. of Oregon lib. Jan. '09-date.

*Present address.* University of Oregon Library, Eugene, Ore.

- 365 Bonnett, Marguerite Waldron.** L. S. 1902-3.

Pittsburgh, Pa.; Pennsylvania col. for women, B. L. '96; apprentice in Carnegie lib., Pittsburgh, Feb. '00-Sept. '02, asst ref. dept, Aug. '03-Apr. '04, Jan. '08-Nov. '11.

*Present address.* 147 Prospect st., Riverside, Cal.

- 366 Dickinson, Asa Don.** L. S. 1902-3.

Westwood, N. J.; Columbia univ. sch. of law, '94-'96; asst Montague branch Brooklyn p. l., librn in charge Sheepshead Bay branch, organizer

& librn in charge dept for the blind, librn in charge Bay Ridge branch, '03-'06; librn Union univ. lib., Schenectady, N. Y. '06-'07; librn Leavenworth (Kans.) f. p. l. '07-'09; organizer for Kansas lib. assn, '07-'09; librn State col. of Washington, Pullman, '07-'12; sec. Long Island lib. club, '05-'06.

*Present address.* Care of Doubleday, Page & Co., Garden City, N. Y.

- 367 Dunham, Mary Eleanor.** *Honor 1st yr certificate 1904.* L. S. 1902-4. Richmond, Ind.; Univ. of Colorado '95-'96; Indiana univ. B. A. '98; Yale graduate sch. '99-'01; 1st asst Univ. of Texas lib., Austin, '04-'08; ctlgr Rochester (N. Y.) theol. sem. lib. '07; ref. librn Indiana univ. lib., Bloomington, '08-'11; librn Iowa state teachers col. lib., Cedar Rapids, '11-date.

*Present address.* Iowa State Teachers College, Cedar Falls, Ia.

- 368 Emerson, Margaret Ann.** L. S. 1902-3.

Canajoharie, N. Y.; Mt Holyoke sem. '70; instructor dept of lib. econ. Syracuse univ., Syracuse, N. Y. '04-'05, asst prof. of lib. econ. '05-date.

*Present address.* Syracuse University, Syracuse, N. Y.

- 369 Goodrich, Nathaniel Lewis.** B. L. S. 1906. L. S. 1902-4.

Utica, N. Y.; Amherst, B. A. '01; clsfr & ctlgr private lib. of Senator E. T. Brackett, Saratoga Springs, N. Y. summer '03; asst N. Y. S. L. June-Nov. '04, head of accession dept Nov. '04-July '07; librn West Virginia univ. lib. Sept. '07-July '09; librn Univ. of Texas lib. Sept. '09-Dec. '11; librn Dartmouth col. lib. Jan. '12-date.

*Present address.* Dartmouth College Library, Hanover, N. H.

- 370 Hedrick, Ellen.** L. S. 1902-3.

Washington, D. C.; Smith, B. A. '92; index work, office of pub. doc., Washington, '00; bibliographic work for the U. S. dept of agric., Washington, '01; ctlgr U. S. geological & geographical survey lib., Washington, Feb. '03-Feb. '05; asst catalog div. Library of Congress, Feb. '05- Oct. '07; catalog reviser Yale univ. lib. Nov. '07-date.

*Present address.* Yale University Library, New Haven, Conn.

- 371 Hyde, Mary Elizabeth.** L. S. 1902-3.

San Francisco, Cal.; Leland Stanford Junior univ. B. A. '01; substitute Bushwick branch Brooklyn p. l. July-Aug. '03; editorial asst California acad. of sci. lib., San Francisco, '03-'05, editorial asst & asst librn, '05-'06; head ctlgr San Francisco p. l. '09-date.

*Present address.* Public Library, San Francisco, Cal.

- 372 Ketcham, Ethel Belden.** B. L. S. 1904. L. S. 1902-4.

Dover Plains, N. Y.; Radcliffe, B. A. '99; ctlgr Smith col. lib. Jan.-June '07; organizer Boston Social Service lib., Sept. '12-date.

*Present address.* Dover Plains, N. Y.

- 373 Leupp, Harold Lewis.** L. S. 1902-4.

New York City; Cornell, B. A. '02; reading room asst, Library of Congress, summer '02, '03; asst N. Y. S. L. '04; asst ref. librn John Crerar lib., Chicago, '04-'06; supt of retail & lib. depts Univ. of Chicago Press, '06-'09; supt lib. dept Univ. of Chicago Press & librn Historical group lib. Univ. of Chicago, '09-'10; associate librn Univ. of Cal. lib., Berkeley, '10-date.

*Present address.* University of California Library, Berkeley, Cal.

- 374 McCollough, Ethel Farquhar.** B. L. S. 1906. L. S. 1902-4.  
Franklin, Ind.; Franklin col. Ph.B. '01; librn Elwood (Ind.) p. l. July '04-Oct. '07; librn Superior (Wis.) p. l. Oct. '07-Sept. '10; instructor in lib. sch. & field visitor, Wisconsin f. l. comn, Madison, Sept. '10-Apr. '12; librn Evansville (Ind.) p. l. May '12-date; vice-pres. Ind. lib. assn, '07; pres. Wis. lib. assn, '10, '11.  
*Present address.* Public Library, Evansville, Ind.
- 375 McConnell, Lilian Brown.** 1st yr certificate 1903. L. S. 1902-3.  
Merrimac, Mass.; Mt Holyoke, B. A. '00.  
*Present address.* 16 Elm st., Concord, Mass.
- 376 McKay, Mabel.** 1st yr certificate 1904. L. S. 1902-4.  
Dunkirk, N. Y.; Vassar '98-'00; asst Dunkirk (N. Y.) f. l. Jan. '01-Oct. '02; asst div. of educ. extension, N. Y. state educ. dept, Aug. '03-Oct. '10; librn Pruyn lib., Albany, N. Y. Oct. '10-date.  
*Present address.* Pruyn Library, Albany, N. Y.
- 377 Mackey, Mary Evelyn** (Mrs Frederick W. Boland). L. S. 1902-3.  
Pittsburgh, Pa.; Pennsylvania col. for Women, B. A. '07; asst ref. dept & branches Carnegie lib., Pittsburgh, '03-'04; organizer Hist. soc. lib. of Washington co., Pa. '04; organizer B. & L. E. railroad lib., North Bessemer, Pa. '04; ctlgr Carnegie lib., Duquesne, Pa. '05-'06; reorganizer Allegheny col. lib., Meadville, Pa. '07-'08; married Frederick W. Boland, 12 Aug. '08.  
*Present address.* 121 Cohasset st., Pittsburgh, Pa.
- 378 Manchester, Earl Northup.** L. S. 1902-3.  
Factoryville, Pa.; Brown, B. A. '02; 2d asst librn Brown univ. lib. '03-'05, ref. librn '05-'11; head of readers' dept, libraries of Univ. of Chicago, '11-date; sec. R. I. lib. assn, '08-'09.  
*Present address.* University of Chicago, Chicago, Ill.
- 379 Mumford, Rosalie.** Diploma, 1905. L. S. 1902-4.  
Detroit, Mich.; Vassar '94-'96; asst Detroit p. l. '99-'02, ctlgr Sept. '04-Jan. '05; ctlgr N. Y. S. L. Feb.-May '05; clsfr Louisville (Ky.) f. p. l. May '05-Nov. '07; asst clsfr Univ. of Michigan lib. Nov. '07-Feb. '08; librn & sec. Detroit home & day sch. lib. Sept. '08-Mar. '12; ctlgr Rochester N. Y. theol. sem. lib. July-Aug. '11; head ctlgr Louisville (Ky.) f. p. l. Sept.-Nov. '11; in charge of open shelf room Detroit p. l. Apr. '12-date.  
*Present address.* 34 Edmund pl., Detroit, Mich.
- 380 Pearson, Edmund Lester.** B. L. S. 1904. L. S. 1902-4.  
Newburyport, Mass.; Harvard, B. A. '02; asst Montague branch Brooklyn p. l. summer '03; ref. librn District of Columbia p. l. '04-'05; asst librn '05; asst copyright div. Library of Congress, '06; acting librn & ctlgr U. S. military information div. lib., Washington, '07; work in private lib., Asheville, N. C. '08; conductor "The librarian" dept Boston Evening Transcript, Mar. '06-date; member, board of trustees, Newburyport (Mass.) p. l. '12-date.  
*Present address.* Newburyport, Mass.
- 381 Peck, Harriet Rosa.** B. L. S. 1904. L. S. 1902-4.  
Gloversville, N. Y.; Mt Holyoke, B. L. '02; reviser Chautauqua lib. sch. '03, asst instructor '04, '06; 1st asst Wylie Av. branch Carnegie lib., Pittsburgh, '04-'05; organizer Valley Falls (N. Y.) p. l. '06; organizer

Dodge mem. lib., West Chazy, N. Y. '06; organizer Ghent (N. Y.) p. 1. '06; organizer Corning (N. Y.) f. l. '07; instructor McGill univ. summer sch. for librns, Montreal, '07, '09; instructor summer course in lib. sci. Simmons col., Boston, '07-'11; ctgr Bates col. lib., Lewiston, Me. '09; librn Gloversville (N. Y.) f. l. Oct. '11-Feb. '12; librn Rensselaer Polytechnic inst., Troy, N. Y. Mar. '12-date.

*Present address.* Rensselaer Polytechnic Institute, Troy, N. Y.

- 382 Peters, Orpha Maud.** *1st yr certificate 1903.* L. S. 1902-3.

Circleville, O.; Col. for women of Western Reserve univ. B. L. '02; temporary asst Cleveland p. l. '04-'05; librn Alexandria (Ind.) p. l. '05-'07; librn Elwood (Ind.) p. l. '07-'09; asst librn Gary (Ind.) p. l. '09-date; sec. Ind. lib. assn, '09-'11, treas. '11-'12.

*Present address.* Public Library, Gary, Ind.

- 383 Reed, Lois Antoinette.** *B. L. S. 1909.* L. S. 1902-4.

Rochester, N. Y.; Univ. of Rochester '00-'02; B. A. Univ. of Ill. '09; asst N. Y. state home educ. dept '03-'04, asst cataloging dept Sept.-Dec. '04; librn Western col. for women, Oxford, O. Jan. '05-Apr. '07; ctgr Univ. of Illinois lib. Apr. '07-June '09, order asst July '09-Aug. '10; asst librn Univ. of Rochester lib. Sept. '10-date.

*Present address.* University of Rochester Library, Rochester, N. Y.

- 384 Riggs, Alice Winifred.** L. S. Oct. 1902-Apr. 1903, Mar.-June 1904.

Pittsburgh, Pa.; Col. for women of Western Reserve univ. Ph.B. '01; asst Adelbert col. lib., Cleveland, '04; librn Lawrenceville branch Carnegie lib., Pittsburgh, '04-date.

*Present address.* Lawrenceville Branch, Carnegie Library, Pittsburgh, Pa.

- 385 Rose, Ernestine.** *B. L. S. 1904.* L. S. 1902-4.

Bridgehampton, N. Y.; Wesleyan, B. A. '02; substitute Aguilar branch, New York p. l. summer '03; asst librn Wesleyan univ. lib. '04-'05; asst Aguilar & Bloomingdale branches, New York p. l. '05, asst 58th St. branch '06-'08, librn Chatham Sq. branch, '08-'11; registrar & instructor lib. sch. New York p. l. '11-date.

*Present address.* Library School, New York Public Library, 476 Fifth av., New York, N. Y.

- 386 Saleski, Mary Agnes.** *Honor 1st yr certificate 1903.* L. S. 1902-4.

New York City; Wesleyan, B. A. '00; asst Bond St. branch New York p. l. July '00-Sept. '02; asst, L. S. July '03-Oct. '04; librn Tottenville branch New York p. l. Oct. '04-Oct. '08, librn Aguilar branch, Nov. '08-date.

*Present address.* Aguilar Branch, New York Public Library, New York, N. Y.

- 387 Spafford, Martha Elisabeth.** *Honor 1st yr certificate 1903.* L. S. 1902-3.

Rutland, Vt.; Univ. of Vermont, B. A. '96; clsfr Proctor (Vt.) p. l. June '03; shelflister Brooklyn p. l. July-Sept. '03; ctgr Lenox (Mass.) lib. Dec. '03-Jan. '04; ctgr Powers lib., Moravia, N. Y. Feb.-May '04; ctgr Paterson (N. J.) p. l. July '04-Apr. '05; head ctgr Worcester (Mass.) f. p. l. Apr. '05-Feb. '06; ctgr Potsdam (N. Y.) p. l. July-Aug. '06; ctgr Milton (Mass.) p. l. Oct. '06-Feb. '07, Nov.-Dec. '07, Feb.-Sept. '09; substitute librn Southbridge (Mass.) p. l. Feb.-May '07;

ctlgr Vermont hist. soc. lib., Montpelier, Jan.-July '08, Sept.-Dec. '08; ctlgr Brandon (Vt.) p. l. Aug. '08; ctlgr Vermont state lib. Jan. '09; ctlgr Milton (Mass.) Hist. soc. lib. Oct.-Nov. '09; ctlgr Astoria (Ore.) p. l. May-Sept. '10; ctlgr Maclure lib., Pittsford, Vt. Nov.-Dec. '10; ctlgr Hawkins Civil war collection Univ. of Vermont lib., Burlington, Jan.-June '11.

*Present address.* 4546 Eighth av., N. E., Seattle, Wash.

**388 Votaw, Albert Hiatt.** L. S. 1902-3.

Westtown, Pa.; Earlham col. B. A. '74.

*Present address.* Pennsylvania Prison Society, 500 Chestnut st., Philadelphia, Pa.

**389 Wead, Mary Eunice.** *Honor 1st yr certificate 1903.* L. S. 1902-3.

Washington, D. C.; Smith, B. A. '02; clsfr & ctlgr Maclure lib., Pittsford, Vt. 5 weeks, '03; asst catalog div. Library of Congress, '04-06; ref. librn Smith col. lib. '06-'11; ctlgr U. S. dept of agric. lib., Washington, 1 mo. '08.

*Present address.* The Northcumberland, New Hampshire av., Washington, D. C.

**390 Whitbeck, Mrs Alice (Grover).** L. S. 1902-3.

Berkeley, Cal.; Univ. of California, B. L. '87; asst ctlgr Mechanics' inst. lib., San Francisco, '04; children's librn Berkeley (Cal.) p. l. '04-'09; lecturer on children's work Univ. of California summer sch. for librn, '06, '07; ctlgr Public municipal museum, Oakland, Cal. '09-'10; librn Richmond (Cal.) p. l. '10-date; pres. 2d district, Cal. lib. assn, '07-date.

*Present address.* Public Library, Richmond, Cal.

CLASS OF 1905

**391 Abraham, Frederika.** L. S. 1903-4.

Rutland, Vt.; Univ. of Vermont, B. A. '03.

*Present address.* Rutland, Vt.

**392 Attwill, William Henry.** L. S. 1903-4.

Arlington, Mass.; Massachusetts inst. of technology '82-'85; Harvard, B. S. '00, postgraduate course '00-'01.

**393 Avery, Maurice Hussey.** B. L. S. 1905. L. S. 1903-5.

Nashua, N. H.; Dartmouth, B. A. '03; asst Nashua (N. H.) p. l. '96-'99, substitute '05-'06; asst Smithsonian div. Library of Congress, '06-'07; asst order div. Library of Congress, '07-date, asst in stack (Sunday force) '07-'08, ref. work at reading room desk '09-date.

*Present address.* Order Division, Library of Congress, Washington, D. C.

**394 Beal, Minnie Martha.** L. S. 1903-5.

Ypsilanti, Mich.; Michigan state normal col. '93; Univ. of Michigan, B. A. '01; asst N. Y. S. L. '05-'07; temporary asst Michigan state lib. '08.

*Present address.* 751 Second av., Detroit, Mich.

**395 Beattie, Mabelle Benton.** *1st yr certificate 1904.* L. S. 1904-5.

Buffalo, N. Y.; Washington State agricultural col. B. A. '01; Hiram, M. A. '03; Univ. of Nebraska, B. A. '04; librn Nebraska state normal sch., Peru, Dec. '97-June '98; asst Univ. of Nebraska lib. '05-date.

*Present address.* 421 S. 15th st., Lincoln, Neb.

- 396 Blanchard, Alice Arabella.** *1st yr certificate 1905.* L. S. Sept.-Dec. 1903, Dec. 1904-June 1905.  
Montpelier, Vt.; Smith, B. L. '03; Training sch. for children's librarians, Carnegie lib., Pittsburgh, Sept. '05-Aug. '06; chief of children's dept, Seattle (Wash.) p. l. Oct. '06-Sept. '08; asst in charge of work with schools, Newark (N. J.) f. p. l. Jan.-Sept. '09; asst Seattle p. l. June-Aug. '10, head of schools div. children's dept, Sept. '10-date; 2d vice pres. Pacific Northwest lib. assn, Sept. '11-date.  
*Present address.* Public Library, Seattle, Wash.
- 397 Craig, Clara Louisa.** *Honor 1st yr certificate 1904.* L. S. 1903-5.  
Lincoln, Neb.; Univ. of Nebraska, B. A. '03; acting ref. libr Univ. of Nebraska lib. '05-'06, ref. libr '06-date; 1st vice pres. Neb. lib. assn, '10-'11; pres. Lincoln lib. club, '11-'12.  
*Present address.* University of Nebraska Library, Lincoln, Neb.
- 398 Cruikshank, Alice Dorothy.** L. S. 1903-4.  
Goshen, N. Y.; Smith, B. A. '02; ctgr Reform club lib., New York City, '04-'05; ctgr Columbia univ. lib. '05-'07, '08-'09.  
*Present address.* 119 W. 106th st., New York, N. Y.
- 399 Eaton, Annie Thaxter.** B. L. S. 1906. L. S. 1903-4, 1905-6.  
New York City; Smith, B. A. '03; 1st asst Pruyn lib., Albany, N. Y. Oct. '06-Oct. '09; children's libr Albany p. l. system, May '07-July '10; libr Pruyn lib., Albany, N. Y. Nov. '09-July '10; asst libr Univ. of Tennessee lib., Knoxville, Sept. '10-date; instructor summer course in lib. methods, '12.  
*Present address.* University of Tennessee Library, Knoxville, Tenn.
- 400 Ernst, Marie Antoinette (Mrs J. Lloyd Phillips).** *Honor 1st yr certificate 1905.* L. S. 1903-5.  
Watertown, Wis.; Northwestern univ., Watertown, Wis. '92-'96; Univ. of Wisconsin, B. A. '97; ctgr Virginia polytechnic inst., Blacksburg, '04, '06-'07; asst N. Y. S. L. '05; married J. Lloyd Phillips, 16 Sept. '05.  
*Present address.* 115 Oakenwold st., Staunton, Va.
- 401 Frost, Elizabeth Rollins.** *1st yr certificate 1904.* L. S. 1903-4.  
Dover, N. H.; Smith, B. L. '03; asst Dover (N. H.) p. l. Dec. '04-Mar. '05; ctgr Buffalo (N. Y.) p. l. Sept. '05-Apr. '06; asst clsfr & annotator Carnegie lib., Pittsburgh, May '06-Dec. '09; acting libr Southbridge (Mass.) p. l. July-Sept. '10; ref. libr Silas Bronson lib., Waterbury, Conn. Oct. '10-date.  
*Present address.* Silas Bronson Library, Waterbury, Conn.
- 402 Gillette, Fredericka Botsford.** B. L. S. 1909. L. S. 1903-5.  
Ann Arbor, Mich.; Univ. of Michigan, B. A. '03; 1st asst in reading room, Univ. of Michigan lib. '05-'10, asst ref. libr '10-date; instructor Univ. of Michigan summer sch. of lib. methods, '09, '11-'12.  
*Present address.* University of Michigan Library, Ann Arbor, Mich.
- 403 Gilson, Marjary Lawrence.** B. L. S. 1905. L. S. 1903-5.  
Winthrop, Me.; Smith, B. A. '02; asst N. Y. state home educ. dept, '04; chief of sch. dept Newark (N. J.) f. p. l. Oct. '05-'09, head of art dept Oct. '09-date; asst sec. Newark (N. J.) Museum assn, '10-date.  
*Present address.* Free Public Library, Newark, N. J.

- 404 Goodwin, John Edward.** *B. L. S. 1907. L. S. 1903-5.*  
 Madison, Wis.; Univ. of Wisconsin, B. L. '01; clsfr & ctlgr Madison (Wis.) f. l. '01-'04; asst legislative ref. dept, Wisconsin f. l. comn, '03; chief lib. asst Leland Stanford Junior univ. lib. '05-'07, asst librn '08-'11; librn Univ. of Texas lib. '12-date.  
*Present address.* University of Texas Library, Austin, Tex.
- 405 Groves, Mary Mann (Mrs Nicholas Hansen).** *L. S. 1903-4.*  
 Coudersport, Pa.; Wilson col. B. A. '03; ctlgr Rochester (N. Y.) high sch. lib. '05, librn '05-'11; married Nicholas Hansen, 18 Aug. '10.  
*Present address.* Care of State Charities Aid Association, 105 E. 22d st., New York, N. Y.
- 406 Hansen, Nicholas.** *L. S. 1903-5.*  
 Minneapolis, Minn.; Univ. of Minnesota, B. A. '03; asst N. Y. S. L. '04-'05; asst St Louis (Mo.) p. l. '05-'06; clsfr & ctlgr private lib. of Edward Lauterbach, New York City, '06.  
*Present address.* State Charities Aid Association, 105 E. 22d st., New York, N. Y.
- 407 Harron, Mrs Julia (Schofield).** *B. L. S. 1907. L. S. 1903-5.*  
 Penn Yan, N. Y.; Vassar, B. A. '97; asst in book selection & annotation, N. Y. S. L. Jan. '06-July '09; 1st asst to ed. *A. L. A. Booklist*, Madison, Wis. Sept. '09-Sept. '10; temporary asst Newark (N. J.) f. p. l. Jan. '12-date.  
*Present address.* 328 Main st., Penn Yan, N. Y.
- 408 Hirshberg, Herbert Simon.** *B. L. S. 1907. L. S. 1903-5.*  
 Brookline, Mass.; Harvard, B. A. '00; ctlgr Boston p. l. '02-'03; reviser, lib. dept Simmons col., Boston, '02-'03; clsfr & ctlgr Morse inst. lib., Natick, Mass. '04; asst N. Y. S. L. '04-'05; asst music div. Library of Congress, '05-'06; branch asst, circ. dept, Carnegie lib., Pittsburgh, '06-'07, acting librn Mt Washington branch '08; ref. librn Cleveland p. l. Nov. '08-date; instructor Western Reserve univ. lib. sch. '08-date.  
*Present address.* Public Library, Cleveland, O.
- 409 Hyde, Sophie.** *L. S. 1903-4.*  
 Chicago, Ill.; Univ. of Illinois, B. A. '03; Univ. of Illinois lib. sch. '03-'04; jr asst John Crerar lib., Chicago, '05-'06, sr asst '07-May '11; head of order dept Univ. of Minnesota lib. May '11-date.  
*Present address.* University of Minnesota Library, Minneapolis, Minn.
- 410 Hygen, Dorteia Helene.** *L. S. 1903-4.*  
 Kristiania, Norway; Det kongelige norske Frederiks univ. Kristiania, Ph. B. '90; asst catalog dept Harvard univ. lib. '04; asst catalog div. Library of Congress, Washington, '04-'11; asst catalog div. Univ. of Chicago lib. '11-date.  
*Present address.* University of Chicago Library, Chicago, Ill.
- 411 Jewett, Walter Kendall.** *1st yr certificate 1905. L. S. 1903-5.*  
 Pittsfield, Mass.; Brown, B. A. '91; Harvard, M. D. '95; asst librn Weather bureau, U. S. dept. of agric., Washington, '05; sr asst John Crerar lib., Chicago, '06; librn Univ. of Nebraska lib. '06-date; pres. Neb. lib. assn, '07-'08.  
*Present address.* University of Nebraska Library, Lincoln, Neb.
- 412 Linn, Mrs Frances (Burns).** *L. S. 1903-4.*  
 Brooklyn, N. Y.; Ohio Wesleyan, B. A. '93; librn Norwalk (O.) p. l.

'05-'06; librn Santa Barbara (Cal.) p. l. '06-date; vice pres. Cal. lib. assn, '10.

*Present address.* Public Library, Santa Barbara, Cal.

- 413 McKee, Alice Doty.** *1st yr certificate 1905.* L. S. 1903-5.

Aurora, O.; Berea col. Ph. B. '03; ctlgr Univ. of Michigan lib. '05-'06; librn Beatrice (Neb.) f. p. l. '06-'07; ctlgr trav. lib. dept Ohio State lib., Columbus, '07-date.

*Present address.* Ohio State Library, Columbus, O.

- 414 Mitchell, S. Louise.** L. S. 1903-4.

Kenosha, Wis.; Lake Forest univ. Ph. B. '86; asst ctlgr Brooklyn p. l. '04-'05; librn Central high sch. lib., Cleveland, '06; asst Cleveland p. l. '06, 1st asst Broadway branch, '07-'09; asst librn Sch. of educ. lib. Univ. of Chicago, '09-date.

*Present address.* School of Education, University of Chicago, Chicago, Ill.

- 415 Mitchell, Sydney Bancroft.** L. S. 1903-4.

Montreal, Canada; McGill univ. B. A. '01, M. A. '04; in charge of reading room McGill univ. lib., Montreal, '02-'03, clsfr & ctlgr '04-'07; instructor in reference, loan, bibliography & buildings, McGill univ. summer sch. for librns '04-'08; organizer Macdonald col. lib., Quebec, '08; head of order dept Leland Stanford Junior univ. lib. '08-'11; chief of accessions, Univ. of California lib. '11-date; instructor summer library course Univ. of California, '12.

*Present address.* University of California Library, Berkeley, Cal.

- 416 Nerney, May Childs.** B. L. S. 1907. L. S. 1903-7.

Albany, N. Y.; Cornell, B. A. '02; partial time clerk N. Y. S. L. 28 Dec. '06-18 June '00, '02-'03, asst ref. dept '03-'05, director's sec. '06-'08, head of order section '08-'10; asst California state lib. Oct. '10-Oct. '11; ref. librn Newark (N. J.) f. p. l. Nov. '11-May '12.

*Present address.* National Association for the Advancement of Colored People, 20 Vesey st., New York, N. Y.

- 417 Perkins, William Abbott.** L. S. 1903-4.

Lynn, Mass.; Bowdoin, B. A. '83, M. A. '86; Yale divinity sch. '85-'86; Andover Theol. sem., graduate, '88; Harvard univ. graduate sch. '92-'93; indexer A. L. A. pub. board, Boston, '04.

*Present address.* Grafton, Mass.

- 418 Post, Aurelian.** L. S. 1903-4.

Clinton, N. Y.; Hamilton, B. A. '91, M. A. '99; Yale divinity sch. B. D. '94, postgraduate course, '94-'95.

- 419 Solis-Cohen, Leon M.** B. L. S. 1905. L. S. 1903-5.

New York City; col. of the City of New York, B. S. '99; clsfr & ctlgr U. S. military acad. lib., West Point, N. Y. July-Aug. '04, catalog reviser July-Oct. '05; asst N. Y. S. L. spring of '05; clsfr & ctlgr private lib. of Edward Lauterbach, New York City, June-Aug. '06; asst in charge of Brownsville branch, Brooklyn p. l. July '06-May '07, librn June '07-Nov. '11, librn in charge dept of trav. libraries '11-date.

*Present address.* Public Library, Brooklyn, N. Y.

- 420 Vogleson, Helen Elizabeth.** *1st yr certificate 1904.* L. S. 1903-4.

Columbiana, O.; Lake Erie col. '98-'00; Mt Holyoke, B. A. '03; ctlgr-



Paterson (N. J.) p. l. '04; ctgr Carnegie lib., Pittsburgh, '05, 1st asst East Liberty branch, '05-'08, librn Mt Washington branch, '08-date.

*Present address.* Mt Washington Branch, Carnegie Library, Pittsburgh, Pa.

**421 Wright, Rebecca Whitney.** *B. L. S.* 1908. *L. S.* 1903-5.

Montpelier, Vt.; Radcliffe, B. A. '03; head of art dept Boston Athenaeum, July '05-'06; asst catalog dept Seattle (Wash.) p. l. May-Sept. '07; organizer Barre (Vt.) p. l. Dec. '07-July '08; asst Lawrenceville branch Carnegie lib., Pittsburgh, Jan.-July '09; catalog reviser Kellogg-Hubbard lib., Montpelier, Vt. Sept. '09-Nov. '10; instructor McGill univ. summer sch. for librns, Montreal, June-July '10; sec. Vt. board of lib. commissioners, Dec. '10-date.

*Present address.* Vermont Board of Library Commissioners, Montpelier, Vt.

**422 Wynkoop, Asa.** *B. L. S.* 1911. *L. S.* 1903-5.

New York City; Rutgers, B. A. '87, M. A. '07; Union theol. sem. graduate '92; fellow in philosophy Columbia univ. '92-'94; Marburg (Germany) univ. '02; subinspector public libraries, div. of educ. extension, N. Y. state educ. dept, '05-Sept. '06, inspector, Oct. '06-date; ed. New York Libraries, Oct. '07-date; vice pres. N. Y. L. A. 1905-06.

*Present address.* State Library, Albany, N. Y.

#### CLASS OF 1906

**423 Alexander, William Hall.** *L. S.* 1904-6.

Cossayuna, N. Y.; Colgate, B. A. '04; asst Colgate univ. lib. '00-Sept. '04, July-Sept. '05; asst N. Y. S. L. Oct. '05-Sept. '06; asst librn Association of the Bar of the City of New York, Oct. '06-date.

*Present address.* Association of the Bar of the City of New York, 42 W. 44th st., New York, N. Y.

**424 Armstrong, Mary Louise (Mrs Edward Elsworth).** *L. S.* 1904-5.

Penn Yan, N. Y.; Vassar, B. A. '95; asst Vassar col. lib. '05-'06; married Edward Elsworth, 29 Aug. '06.

*Present address.* Penn Yan, N. Y.

**425 Boswell, Jessie Partridge.** *L. S.* 1904-5.

Cincinnati, O.; Univ. of Cincinnati '97-'00; Univ. of Michigan, B. A. '02; ctgr Univ. of Michigan lib. '06, asst ref. librn Feb.-Aug. '10; ctgr Young Men's Mercantile lib., Cincinnati, O. '07, '10-date.

*Present address.* Young Men's Mercantile Library, Cincinnati, O.

**426 Caswell, Mary Helen.** *L. S.* 1904-5.

Waterville, Me.; Colby col. B. A. '04; asst librn Waterville (Me.) p. l. '05-'07, librn '07-date; vice pres. Maine state lib. assn, '10-date.

*Present address.* Public library, Waterville, Me.

**427 Curtis, Charles Newman.** *L. S.* 1904-5.

Albany, N. Y.; Drury col. B. A. '80; Yale Theol. sem. B. D. '84; Boston univ. Ph. D. '85; Königliche Friedrich-Wilhelms-Univ. '91-'92.

**428 Dinsmoor, Kate Elizabeth.** *B. L. S.* 1907. *L. S.* 1904-5, 1906-7.

Lawrence, Kans.; Univ. of Kansas, B. A. '03; asst sociology & history dept Univ. of Kansas lib., Lawrence, '05; ctgr Purdue univ. lib., Lafayette, Ind. '07-'08; in charge of ref. & loan dept Rosenberg lib.

assn, Galveston, Tex. '08-'11; head ctlgr Kansas state lib., Topeka, '11-date.

*Present address.* Kansas State Library, Topeka, Kans.

- 429 Dresser, Annie Slosson** (Mrs Frederick C. Tobey). L. S. 1904-5.

Richmond Furnace, Mass.; Mt Holyoke, B. A. 1895; clsfr & ctlgr West Stockbridge (Mass.) p. l. July-Nov. '05; asst Troy (N. Y.) p. l. Nov. '05-Jan. '06; clsfr & ctlgr Historical & Philosophical soc. of Ohio lib. Jan.-Aug. '06; clsfr & ctlgr Glendale (O.) lyceum, Aug.-Nov. '06; asst Cincinnati p. l. & libr East End branch Jan. '07-Nov. '08; ctlgr private lib. of Phineas S. Conner, M. D., Cincinnati, Nov.-Dec. '06; libr Dayton st. branch Cincinnati p. l. Dec. '08-Mar. '10; married Frederick Clinton Tobey, 23 Apr. '10.

*Present address.* West Stockbridge, Mass.

- 430 Gamwell, Lillian May** (Mrs David P. Moulton). B. L. S. 1906. L. S. 1904-6.

Providence, R. I.; Brown, B. A. '02, M. A. '04; substitute Providence (R. I.) p. l. '99-'04; student asst Brown univ. lib. Providence, R. I. '02-'04; libr George Maxwell mem. lib., Rockville, Conn. July '06-July '08; married David P. Moulton, 21 Nov. '08.

*Present address.* 327 Elmwood av., Providence, R. I.

- 431 Goodrich Francis Lee Dewey.** B. L. S. 1906. L. S. 1904-6.

Ann Arbor, Mich.; Univ. of Michigan, B. A. '03; asst libr Michigan state normal col. lib., Ypsilanti, '00-'04; ctlgr private lib. of Mrs J. V. L. Pruyn, Albany, N. Y. '04-'06; substitute circ. & ref. room Univ. of Michigan lib., Ann Arbor, summer '05; asst. N. Y. S. L. '05-'06; asst ref. libr John Crerar lib., Chicago, '06-'07; asst in charge of accessions Univ. of Michigan lib. '07-date; sr instructor Indiana p. l. comn summer sch. for librns, Richmond, '08; instructor Univ. of Michigan summer sch. of lib. methods, Ann Arbor, '09-date; ed. semiannual bulletin *Michigan Libraries*, '10-date; treas. Mich. lib. assn, '10; pres. Ann Arbor lib. club, '08-'10.

*Present address.* University of Michigan Library, Ann Arbor, Mich.

- 432 Hendrick, Ruby Edna** (Mrs Warren T. Newcomb). L. S. 1904-5.

Chicopee Falls, Mass.; Univ. de Paris, '99-'00; Smith, B. A. '04; married Warren T. Newcomb, 20 Oct. '08.

*Present address.* Care of Mr Warren T. Newcomb, Johnson & Higgins, 51 Wall st., New York, N. Y.

- 433 Henry, Eugenia May.** B. L. S. 1906. L. S. 1904-6.

Oxford, N. J.; Smith, B. A. '04; instructor Chautauqua lib. sch. July-Aug. '05; asst Clark univ. lib., Worcester, Mass. Sept. '06-Aug. '07; libr Attleboro (Mass.) p. l. Aug. '07-date.

*Present address.* Public Library, Attleboro, Mass.

- 434 Hiss, Sophie Knowlton.** B. L. S. 1906. L. S. 1904-6.

Baltimore, Md.; Smith, B. A. '04; asst catalog section N. Y. S. L. '06-'07; asst libr Smith col. lib. '07-'08; reviser of cataloging Rochester (N. Y.) theol. sem. lib. July-Aug. '08; catalog libr Cleveland p. l. Oct. '08-date; sec. catalog section, A. L. A. '09-'10.

*Present address.* Public Library, Cleveland, O.

- 435 Judson, Katharine Berry.** L. S. 1904-5.

Ithaca, N. Y.; Cornell, B. A. '04; Univ. of Washington, M. A. '11,

Loretta Denny fellow '10-'11; librn Carnegie p. 1, Kalispell, Mont. '05-'06; chief of periodical dept Seattle (Wash.) p. 1. '06-'11, (leave of absence '10-'11); research asst in Northwest history, Univ. of Washington, Seattle, '11-'12.

*Present address.* University of Washington Library, Seattle, Wash.

- 436 Kincaid, Anna Douglas** (Mrs Arthur H. Thompson). L. S. 1904-5.

Honolulu, H. I.; Univ. of California '01-'03; Smith, B. A. '04; married Arthur Harris Thompson, 16 Feb. '11.

*Present address.* R. F. D. Route 3, Herndon, Va.

- 437 Knowlton, Julia Clemma.** B. L. S. 1906. L. S. 1904-6.

Syracuse, N. Y.; Syracuse univ. Ph. B. '04; asst N. Y. S. L. '06-'07; asst Milton (Mass.) p. 1. '07; asst in lib. & instructor in lib. sch. Syracuse univ. '07-'10; 1st asst art dept, Newark (N. Y.) f. p. 1. '10-'11.

*Present address.* Stittville, N. Y.

- 438 Leonard, Mabel E.** (Mrs Adelno Gibson). B. L. S. 1906. L. S. 1904-6.

Albany, N. Y.; Wellesley, B. A. '99; asst N. Y. S. L. Jan.-Sept. '06; asst catalog div. Library of Congress, Oct. '06-Mar. '09; asst U. S. dept of agric. lib., Washington, Mar.-Sept. '09; organizer Coast artillery sch. lib., Fortress Monroe, Va. Sept. '09-Oct. '10; married Lieut. Adelno Gibson, 28 Dec. '10.

*Present address.* Fortress Monroe, Va.

- 439 Matthews, Charles Grant.** L. S. 1904-5.

Athens, O.; Ohio univ. B. S. '93, M. S. '94; asst Ohio univ. lib., Athens, '96-'04, librn '05-date.

*Present address.* Carnegie Library, Ohio University, Athens, O.

- 440 Montgomery, Florence Prichard.** L. S. 1904-5.

Rutland, Vt.; Mt Holyoke, B. A. '04; asst ctlgr Forbes lib., Northampton, Mass. '06-'07; ctlgr & general asst Roswell P. Flower mem. lib., Watertown, N. Y. '07-'08.

*Present address.* Rutland, Vt.

- 441 Mulliken, Clara A.** (Mrs Frederick W. Norton). B. L. S. 1907. L. S. 1905-6.

Lincoln, Neb.; Univ. of Nebraska, B. A. '00; apprentice Lincoln (Neb.) p. 1. Oct. '97-Mar. '98; asst Univ. of Nebraska lib., Lincoln, Sept. '98-Dec. '03, ref. librn Jan. '04-'05; ctlgr Grand Island (Neb.) p. 1. July-Aug. '04; ref. librn & head of loan dept Rosenberg lib. assn, Galveston, Tex. '06-'08; librn El Paso (Tex.) p. 1. '08; married Frederick W. Norton, 30 Sept. '08.

*Present address.* 86 N. Virginia st., El Paso, Tex.

- 442 Nelson, Esther.** B. L. S. 1906. L. S. 1904-6.

Salt Lake City, Utah; Univ. of Utah, B. A. '99; Univ. of California summer course in lib. sci., Berkeley, '02; asst librn Univ. of Utah lib., Salt Lake City, '99-'06, librn '06-date; lib. instructor, summer session '12.

*Present address.* University of Utah Library, Salt Lake City, Utah.

- 443 Nelson, Peter.** L. S. summer course 1899, L. S. 1901-6.

Albany, N. Y.; Union, B. A. '98; asst Union col. lib., Schenectady, N. Y. July '97-June '98, acting librn Sept. '98-Oct. '01; asst N. Y. S. L. Oct. '01-June '10, asst archivist July '10-date.

*Present address.* State Library, Albany, N. Y.

- 444 O'Neill, Grace** (Mrs Alfred Savage). L. S. 1904-6.  
Albany, N. Y.; Cornell, B. A. '04; clsfr & ctlgr Rensselaerville (N. Y.) reading room, summer '05; clsfr & ctlgr Watervliet (N. Y.) pub. sch. lib. '06; asst catalog div. Library of Congress, '06; asst ctlgr U. S. bureau of educ. lib., Washington, '08-'10; editorial clerk Bureau of chemistry, U. S. dept of agric., Washington, '10-date; married Alfred Savage, 11 Aug. '08.  
*Present address.* Bureau of Chemistry, U. S. Dept of Agriculture, Washington, D. C.
- 445 Pierce, Henry Kingsbury.** L. S. 1904-5.  
Oak Park, Ill.; Dartmouth, B. L. '04.
- 446 Thomas, Helen M.** L. S. 1904-6.  
Greeley, Colo.; Wellesley, B. A. '04; ctlgr Univ. of Michigan lib., Ann Arbor, '06-date.  
*Present address.* University of Michigan Library, Ann Arbor, Mich.
- 447 Walter, Frank Keller.** B. L. S. 1906. L. S. 1904, 1905-6.  
Point Pleasant, Pa.; Haverford col. B. A. '99, M. A. '00; George Washington univ. '03-'04; asst Haverford col. lib. '98; ctlgr Engineer sch. of application, U. S. army, Washington, June-Sept. '04; librn's sec. & asst on Expansive Classification, Forbes lib., Northampton, Mass. Jan.-Sept. '05; asst ref. librn Brooklyn p. l. '06-'07, instructor training class, Oct. '06-Dec. '07; director's asst N. Y. S. L. Dec. '07-Sept. '08, vice director, L. S. Oct. '08-date; lecturer summer lib. course, Northern state normal sch., Marquette, Mich., July '09-'10; lecturer state normal sch., Kalamazoo, Mich. July '10; councilor, A. L. A. 1912-date, chairman, professional training sec. A. L. A. 1912-date; chairman, library section, New York State Teacher's Assn, 1912-date.  
*Present address.* State Library School, Albany, N. Y.

CLASS OF 1907

- 448 Bailey, Louis Jonathan.** B. L. S. 1907. L. S. 1905-7.  
Ontario, N. Y.; Univ. of Rochester, B. S. '05; asst N. Y. S. L. '06-'07; asst copyright div. Library of Congress, '07-'08; librn Gary (Ind.) p. l. '08-date.  
*Present address.* Public Library, Gary, Ind.
- 449 Brown, Mary Gilbert.** B. L. S. 1907. L. S. 1905-7.  
Elmira, N. Y.; Elmira col. B. A. '95; organizer Wimodaughian f. l. Canisteo, N. Y. '07; asst librn Elmira col. lib. '08-date.  
*Present address.* 365 W. Fourth st., Elmira, N. Y.
- 450 Carr, Georgina Everett.** L. S. 1905-6.  
Melrose, Mass.; Boston univ. B. A. '05; jr asst Worcester (Mass.) p. l. Nov. '06-Mar. '07; asst Union col. lib., Schenectady, Apr.-Nov. '07; asst Troy (N. Y.) p. l. Dec. '07-Dec. '11; asst librn International Y. M. C. A. training sch., Springfield, Mass. Jan. '12-date.  
*Present address.* International Y. M. C. A. Training School, Springfield, Mass.
- 451 Compton, Charles Herrick.** B. L. S. 1908. L. S. 1905-6, 1907-8.  
Lincoln, Neb.; Univ. of Nebraska, B. A. '01; asst visual instruction div. N. Y. state educ. dept, Apr.-May '06; librn Y. M. C. A., Albany,

N. Y. July '06-Aug. '07; ctgr collection of mss of Mrs J. V. L. Pruyn, Albany, N. Y. Dec. '07-Jan. '08, July '08; substitute ref. section N. Y. S. L. Feb.-Apr. '08; libr Univ. of North Dakota lib. Sept. '08-Apr. '10; chief ref. dept Seattle (Wash.) p. l. May '10-date; sec. N. Dak. lib. assn, '09-'10.

*Present address.* Public Library, Seattle, Wash.

- 452 Coulter, Edith Margaret.** B. L. S. 1907. L. S. 1905-7.

Salinas, Cal.; Leland Stanford Junior univ. B. A. '05; organizer Tivoli p. l., Madalin, N. Y. summer '06; head ctgr Berkeley (Cal.) p. l. '07; ctgr Leland Stanford Junior univ. lib. '07, supervisor periodical dept '08-'11; sr asst Univ. of California lib., Berkeley, July '11-date; instructor summer library course, Univ. of California, '12.

*Present address.* University of California Library, Berkeley, Cal.

- 453 Foley, Margaret Baker.** L. S. 1905-6.

New York City; Smith B. L. '90; Collège de France, '92-'93; head of ref. dept Hartford (Conn.) p. l. '07-date.

*Present address.* Public Library, Hartford, Conn.

- 454 Hadley, Chalmers.** L. S. 1905-6.

Indianapolis, Ind.; Earlham, B. L. '96; sec. & state organizer Indiana pub. lib. comn, '06-'09, director summer sch. for librns '07-'09; sec. A. L. A. '09-'11, councilor '11-date; libr Denver p. l. '11-date; pres. League of lib. comn, '07; chairman, professional training section, A. L. A. '09-'10; pres. L. S. assn, '10.

*Present address.* Public Library, Denver, Colo.

- 455 Hemans, Ida May.** 1st yr certificate 1906. L. S. 1905-6.

Auburn, N. Y.; Vassar, B. A. '94; clsfr & ctgr Naples (N. Y.) high sch. lib. Sept. '06-Feb. '07; asst ref. dept Carnegie lib., Pittsburgh, Mar. '07-Sept. '11; libr State normal sch. lib., Geneseo, N. Y. Sept. '11-date.

*Present address.* State Normal School Library, Geneseo, N. Y.

- 456 Hillis, Julia Eunice.** (Mrs W. Ray Teele). L. S. 1905-7.

Albany, N. Y.; Syracuse univ. B. L. '05; asst visual instruction div. N. Y. state educ. dept, June-Sept. '06; asst N. Y. S. L. Oct. '06-Sept. '08; children's libr Leonard branch, Brooklyn p. l. Oct. '08-July '10; married W. Ray Teele, 12 Apr. '11.

*Present address.* 30 Glen av., Scotia, N. Y.

- 457 Holding, Anna Lucille.** B. L. S. 1908. L. S. 1905-8.

Albany, N. Y.; Oberlin col. B. A. '01; West Virginia univ. summer sch. '02-'03; asst catalog div. N. Y. S. L. '07-'08; temporary asst East Liberty branch, Carnegie lib., Pittsburgh, '06; asst Lawrenceville branch, '08-'09, 1st asst '09 date.

*Present address.* East Liberty Branch, Carnegie Library, Pittsburgh, Pa.

- 458 Jordan Grace.** L. S. 1905-6.

Fayetteville, Ark.; Univ. of Arkansas, B. A. '05.

- 459 Kildal, Arne.** B. L. S. 1907. L. S. 1905-7.

Kristiania, Norway; Det kongelige norske Frederiks univ. Kristiania, Ph. B. '04; ctgr collection of incunabula of John Boyd Thacher, Albany, N. Y. Mar.-Aug. '07; instructor Indiana pub. lib. comn summer sch. for librns, Aug. '07, July-Aug. '08; reviser of cataloging Yale univ. lib.

Oct.-Dec. '07; asst catalog div. Library of Congress, Jan. '08-Feb. '09; head ctlgr Bureau of labor lib. U. S. dept of commerce & labor, Washington, Feb. '09-Jan. '10; librnr Bergens offentlige bibliotek, Bergen, Norway, '10-date.

*Present address.* Bergens Offentlige Bibliotek, Bergen, Norway.

- 460 King, Julia Eleanor** (Mrs Merrick Pollard Willett). *1st yr certificate* 1906. L. S. 1905-6.

Warrensburg, N. Y.; Vassar, B. A. '05; librnr Bronxville (N. Y.) p. l. '06-'07; asst Vassar col. lib. '07-'09; ctlgr Board of water supply, New York City, '09-June '10; librnr Office of supervisor of lectures, dept of educ., New York City, June-Aug. '10; librnr State normal sch. lib., Montclair, N. J. '10-'11; married Merrick Pollard Willett, 26 Oct. '11.

*Present address.* 3 Bellaire drive, Montclair, N. J.

- 461 Lathrop, Helen.** *1st yr certificate* 1906. L. S. 1905-6.

Palo Alto, Cal.; Leland Stanford Junior univ. B. A. '02; California univ. summer sch. of lib. sci., Berkeley, '02; asst Leland Stanford Junior univ. lib. Dec. '01-Nov. '02; asst to director, Training sch. for children's librns Carnegie lib., Pittsburgh, '06-'07; asst ref. librnr Leland Stanford Junior univ. lib. '07-'08, ref. librnr '08-date.

*Present address.* Leland Stanford Junior University Library, Stanford University, Cal.

- 462 Lewis, George Lothrop.** *B. L. S.* 1907. L. S. 1906-7.

Gorham, Me.; Bowdoin, B. A. '01, M. A. '03; asst Bowdoin col. lib., Brunswick, Me. Aug. '01-Aug. '05, June-Aug. '06; librnr Westfield (Mass.) Atheneum, July '07-date; vice pres. Western Mass. lib. club, '08-'09, pres. '09-'11.

*Present address.* Westfield Atheneum, Westfield, Mass.

- 463 Merritt, Louisa Flanders.** *B. L. S.* 1907. L. S. 1905-7.

Malone, N. Y.; Cornell, B. A. '04; asst Malone village sch. district lib. Sept. '04-Sept. '05, clsfr & ctlgr '07-'08, '11-'12; ctlgr Meadville (Pa.) p. l. '09; asst serial dept Columbia univ. lib., New York City, '10-'11.

*Present address.* Malone, N. Y.

- 464 Metz, Corinne Ann.** L. S. 1905-7.

Newark, O.; Western col. for women '99-'00; Denison, B. L. '03; librnr Washington Court House (O.) p. l. Sept. '07-Mar. '09; organizer Conneaut (O.) p. l. Mar.-Sept. '09; librnr Brumback lib. of Van Wert Co., Van Wert, O. '09-date.

*Present address.* Brumback Library, Van Wert, O.

- 465 Murch, Philura Eveline.** L. S. 1905-6.

Coburg, Ore.; Univ. of Oregon, B. A. '87; Radcliffe '97-'98; 1st asst county dept Portland (Ore.) lib. assn, Aug. '06-date.

*Present address.* Portland Library Association, Portland, Ore.

- 466 Neef, Harriet Camilla.** *1st yr certificate* 1906. L. S. 1905-6.

Elmira, N. Y.; Vassar, B. A. '97; asst Vassar col. lib. '07.

*Present address.* 452 W. Water st., Elmira, N. Y.

- 467 Nunn, Janet Hume.** *1st yr certificate* 1906. L. S. 1905-6.

Minneapolis, Minn.; Univ. of Minnesota, B. L. '83; Univ. of California '00-'01; Univ. of Wisconsin June-Aug. '03; Univ. of Minnesota summer sch. for lib. training '04; librnr Lake City (Minn.) high sch.

lib. Sept. '02-July '03; librn Sleepy Eye (Minn.) high sch. lib. Sept. '03-July '05; ctlgr Bar assn lib., Hartford, Conn. summer '06; clsfr & ctlgr Norton mem. lib., Pine Hill, N. Y. summer '06; clsfr & ctlgr Irving lib., Tarrytown, N. Y. '07; librn Kalispell (Mont.) p. l. '07-'09; librn Lewis & Clark high sch. lib. & pedagogical lib., Spokane, Wash. '09-date; temporary asst California State lib. June-Aug. '12.

*Present address.* Lewis & Clark High School, Spokane, Wash.

**468 Rider, Arthur Fremont.** L. S. 1905-6.

Syracuse, N. Y.; Syracuse univ. Ph. B. '05; asst Middletown (Conn.) p. l. circ. dept, '98-'99; asst Syracuse (N. Y.) p. l. July-Aug. '01; managing ed. Publishers' Weekly, New York City, '10-date.

*Present address.* Publishers' Weekly Office, 298 Broadway, New York, N. Y.

**469 Rowley, Edith.** L. S. 1905-6.

Stockton, N. Y.; Allegheny col. B. A. '05; asst Allegheny col. lib., Meadville, Pa. Sept.-Dec. '02, Sept. '03-June '05, asst librn '06-'07, librn '07-date.

*Present address.* Allegheny College Library, Meadville, Pa.

**470 Scott, Carrie Emma.** *1st yr certificate 1906.* L. S. 1905-6.

Mooreville, Ind.; De Pauw univ. '93-'94; Indiana univ. B. A. '98; asst Indiana state lib., June '03-Aug. '04, July-Aug. '05; asst to supervisor of sch. lib. work Carnegie lib., Pittsburgh, July '06-June '07; asst organizer Indiana pub. lib. comn, Indianapolis, June '07-date, instructor summer sch. for librns, '08-date; treas. Ind. lib. assn, '09-'10.

*Present address.* Indiana Public Library Commission, Indianapolis, Ind.

**471 Spencer, Irma May** (Mrs William H. Alexander). *1st yr certificate 1906.* L. S. 1905-6.

Utica, N. Y.; Vassar, B. A. '05; asst Vassar col. lib. '06-'07; married William Hall Alexander, Sept. '07.

*Present address.* 15 Union av., Mt Vernon, N. Y.

**472 Steffa, Julia.** B. L. S. 1907. L. S. 1905-7.

Pomona, Cal.; Pomona col. B. S. '00; acting librn. Pomona College lib. Claremont, Cal. Sept. '03-July '05; asst catalog section N. Y. S. L. Oct.-Dec. '06; clsfr & ctlgr San Mateo (Cal.) p. l. summer '07; clsfr & ctlgr California Polytechnic Sch. lib., San Luis Obispo, summer '08; asst & acting librn Pomona col. lib., Claremont, Cal. Sept. '07-Aug. '12; asst ref. dept California state lib., Sacramento, Jan.-Feb. '12, Aug. 12-date; 2d vice pres. L. S. assn, '10-'11.

*Present address.* California State Library, Sacramento, Cal.

**473 Vitz, Carl Peter Paul.** L. S. 1906-7.

Cleveland, O.; Adelbert, B. A. '04; Western Reserve univ. lib. sch. '04-'05; page, substitute, asst Cleveland p. l. Feb. '98-Oct. '06; student asst Adelbert col. lib., Cleveland, 03-'05; asst librn District of Columbia p. l. '07-'09; director's asst N. Y. S. L. '09-'10, director's asst & head of order section, '10-Aug. '12; lecturer, L. S. '10-date; 2d vice librn Cleveland p. l. Sept. '12-date; sec. District of Columbia lib. assn, '08-'09.

*Present address.* Cleveland Public Library, Cleveland, O.

**474 Ward, Ruth Leora.** *1st yr certificate 1906.* L. S. 1905-6.

Watertown, N. Y.; Syracuse univ. B. A. '00; substitute circ. dept New York p. l. July-Oct. '06; jr asst Williamsburgh branch, Brook'lyn

p. l. Oct. '06-Oct. '07, jr asst Tompkins Park branch, Nov. '07-Mar. '09, sr asst Apr. '09-Oct. '11, sr asst Saratoga branch, Nov. '11-date.

*Present address.* Saratoga Branch, Brooklyn Public Library, Brooklyn, N. Y.

**475 Wright, Jane.** L. S. 1905-6.

Cincinnati, O.; Western col. for women, B. A. '95; McMicken univ. '96-'97; art librn Cincinnati Museum assn, '06-'09; librn in charge Marquand art collection Princeton univ. '09-date.

*Present address.* Princeton University Library, Princeton, N. J.

CLASS OF 1908

**476 Adsit, Rachel Lionne** (Mrs Charles E. Rush). B. L. S. 1908. L. S. 1906-8.

Voorheesville, N. Y.; Vassar, B. A. '06; asst Newark (N. J.) f. p. l. summer '07; lib. hostess & chief of information bureau District of Columbia p. l. July '08-June '10; married Charles E. Rush, 7 Sept '10.

*Present address.* Care of Public Library, St Joseph, Mo.

**477 Baker, Mary Ellen.** B. L. S. 1908. L. S. 1907-8.

Decatur, Ill.; Lincoln col. B. A. '00; Iowa lib. comn summer sch. for lib. training, Iowa City, '02; Univ. of Illinois lib. sch. '06-'07; librn Missouri Valley col. lib., Marshall, '02-'06; head ctgr Bryn Mawr col. lib. '08-June '12; head ctgr Univ. of Missouri lib., Columbia, July '12-date.

*Present address.* University of Missouri Library, Columbia, Mo.

**478 Coffin, Helen.** B. L. S. 1910. L. S. 1906-10.

Albany, N. Y.; Cornell, B. A. '06; asst N. Y. S. L. Oct. '07-Jan. '12; legislative ref. librn Connecticut state lib., Hartford, Feb. '12-date.

*Present address.* State Library, Hartford, Conn.

**479 Cooper, Isabella Mitchell.** B. L. S. 1908. L. S. 1907-8.

Troy, N. Y.; Teachers' col., Columbia Univ., graduate '99; Barnard, B. A. '01; Columbia Univ. '01-'06, M. A. '12; New York p. l. training class '04-'05; asst instructor New York p. l. training class, '05-'07; 1st asst Muhlenberg branch New York p. l. '08; instructor Iowa lib. comn summer sch. for lib. training, Iowa City, '09; in charge ref. dept Newark (N. J.) f. p. l. '09; ctgr E. P. Dutton & Co., New York City, July-Dec. '10; instructor dept of lib. sci. Simmons col., Boston, '10-date.

*Present address.* Department of Library Science, Simmons College, Boston, Mass.

**480 Fay, Lucy Ella.** B. L. S. 1908. L. S. 1906-8.

Austin, Tex.; H. Sophie Newcomb mem. col. B. A. '95; Univ. of Texas, M. A. '01; asst N. Y. S. L. Aug. '08-'09; librn West Virginia univ. lib., Morgantown, Sept. '09-Mar. '10; librn Univ. of Tennessee lib., Knoxville, Apr. '10-date, in charge summer course in lib. methods, '12; 1st vice pres. Tenn. lib. assn, '12.

*Present address.* University of Tennessee Library, Knoxville, Tenn.

**481 Fifield, Winnifred Faye.** L. S. 1906-7.

Los Angeles, Cal.; Carleton col. '02-'03, Pomona col. B. L. '06; asst Roswell P. Flower mem. lib., Watertown, N. Y. '07; asst Pomona col. lib., Claremont, Cal. '07-'09.

*Present address.* 2355 W. 20th st., Los Angeles, Cal.



**482 Hart, Fanny.** L. S. 1906-9.

New York City; Vassar, B. A. '98; Teachers col., Columbia Univ. '98-'99; apprentice New York p. l. Sept. '03-May '04; asst New York p. l. Dec. '04-July '06; clsfr for The Indexers, New York City, Feb.-Mar. '10; private bibliographic work, Aug.-Dec. '11.

*Present address.* 44 Morningside av., West, New York, N. Y.

**483 Hektoen, Martin.** L. S. 1906.

Westby, Wis.; Luther col. B. A. '95; Rush Medical col. M. D. '99.

**484 Hooker, David Ashley.** L. S. 1906-7, 1911-12.

Fort Edward, N. Y.; Rollins col. '96-'98; Middlebury col. B. A. '06; asst Middlebury col. lib. Feb.-June '06; asst Silas Bronson lib., Waterbury, Conn. Sept. '07-Apr. '08; special ctlgr U. S. military acad., West Point, N. Y. May '08-Jan. '09, July '10-Sept. '11; asst catalog dept Cleveland p. l. Jan.-Nov. '09; asst librn H. H. Franklin Manufacturing Co., Syracuse, N. Y. Nov. '09-June '10; temporary asst ref. librn John Crerar lib., Chicago, July '12-date.

*Present address.* John Crerar Library, Chicago, Ill.

**485 Hulburt, Annabel Amanda.** L. S. 1906-7.

Brasher Falls, N. Y.; Oberlin col. '95-'97; Cornell, B. A. '01; asst Roswell P. Flower mem. lib., Watertown, N. Y. July-Sept. '07; asst Newark (N. J.) f. p. l. Oct. '07-Feb. '09; ctlgr Univ. of Illinois lib. Mar. '09-Dec. '11; asst Chicago p. l. Jan.-Sept. '12; asst univ. of N.D. lib. Oct. '12-date.

*Present address.* University of North Dakota, University, N. D.

**486 Joslyn, Rosamond.** L. S. 1906-7.

Buffalo, N. Y.; Elmira col. B. S. '02; asst Buffalo (N. Y.) p. l. Jan. '03-Sept. '06; reviser Chatham sq. branch New York p. l. July-Sept. '07; children's librn Prospect branch, Brooklyn p. l. Sept. '07-Feb. '11; librn high sch. lib., Jamaica, N. Y. Mar. '11-date.

*Present address.* High School Library, Jamaica, N. Y.

**487 Kimball, Florence Belle.** L. S. 1906-7.

Hudson, Mass.; Boston univ. B. A. '03; Amherst col. summer sch. of lib. econ. '02; asst to ctlgr Taunton (Mass.) f. p. l. Oct. '03-June '04; asst ctlgr Worcester (Mass.) f. p. l. June '04-Nov. '05; catalog reviser Groton (Mass.) p. l. July-Aug. '06, July-Dec. '07; catalog reviser Harvard, (Mass.) p. l. Mar.-Aug. '08; asst ctlgr Brooklyn p. l. Oct.-Dec. '08; ctlgr Vermont state lib. '09; ctlgr Sheldon lib. St. Paul's sch., Concord, N. H. '10; catalog reviser Kellogg-Hubbard lib., Montpelier, Vt. Jan.-July '11; ctlgr Deborah Cook Sayles p. l., Pawtucket, R. I. Sept. '11-date.

*Present address.* Deborah Cook Sayles Public Library, Pawtucket, R. I.

**488 Lathrop, John Ely.** L. S. 1906.

Westfield, N. J.; Yale, B. A. '06.

**489 McGirr, Alice Thurston.** 1st yr certificate 1907. L. S. 1906-7.

Pittsburgh, Pa.; Vassar, B. A. '06; asst circ. dept Carnegie lib., Pittsburgh, Oct. '07-Nov. '08, asst clsfr & annotator Dec. '08-Sept. '09; asst catalog & ref. depts Oct. '09-Sept. '10, asst ref. dept Oct. '10-date.

*Present address.* Carnegie Library, Pittsburgh, Pa.

**490 McVety, Margaret A.** B. L. S. 1909. L. S. 1907-8.

Iron Mountain, Mich.; Colorado col. B. A. '01; student asst Colorado

col. lib. '96-'00; ctgr p. l. Colorado Springs, Feb.-Sept. '00; librn high sch. lib., Colorado Springs, Sept. '00-'01; librn Carnegie lib., Iron Mountain, Mich. Dec. '01-'07; clsfr & ctgr Port Henry (N. Y.) p. l. Sept. '08; chief lending dept Newark (N. J.) f. p. l. Oct. '08-date; ctgr E. P. Dutton & Co., New York City, July-Dec. '10.

*Present address.* Free Public Library, Newark, N. J.

- 491 Marquand, Fanny Elsie.** *B. L. S.* 1910. *L. S.* 1906-7, 1909-10.

Mt Vernon, N. Y.; Wellesley, B. A. '06; ctgr Mt Vernon (N. Y.) p. l. '07-'09; asst catalog dept Cleveland p. l. '10-date.

*Present address.* Public Library, Cleveland, O.

- 492 Moore, Dora.** *L. S.* 1906-7.

Parkersburg, W. Va.; Denison univ. Ph.B. '03; West Virginia univ. summer sch. of lib. sci., Morgantown, '05; 2d asst West Virginia univ. lib. '07-'11; librn's asst Colgate univ. lib., Hamilton, N. Y. '11-date.

*Present address.* Colgate University Library, Hamilton, N. Y.

- 493 Paddock, Alice Moseley.** *L. S.* 1906-7.

Moline, Ill.; Univ. of Michigan, B. A. '01; asst Moline (Ill.) p. l. Sept. '05-May '06; asst order dept Univ. of Illinois lib. Oct. '07-Dec. '08; librn Jamestown (N. D.) p. l. Dec. '08-date; sec.-treas. N. D. lib. assn, '11-'12.

*Present address.* Public Library, Jamestown, N. D.

- 494 Porter, Charles Frederick.** *B. L. S.* 1908. *L. S.* 1906-8.

Albany, N. Y.; Hamilton, B. A. '84; Auburn theol. sem. '84-'87; asst N. Y. S. L. Div. of educ. extension, N. Y. state educ. dept July '08-date.

*Present address.* State Library, Albany, N. Y.

- 495 Reeves, Bertha Butler.** *L. S.* 1906-7.

Bridgeton, N. J.; Smith, B. A. '99; ctgr Colgate univ. lib., Hamilton, N. Y. Sept. '07-Dec. '11, asst librn Jan.-June '12.

*Present address.* Bridgeton, N. J.

- 496 Roberts, Ethel Dane.** *B. L. S.* 1908. *L. S.* 1906-8.

Wausau, Wis.; Univ. of Wooster, B. A. '91; asst N. Y. S. L. '08; asst librn Wellesley col. lib. '09-date.

*Present address.* Wellesley College Library, Wellesley, Mass.

- 497 Ross, Georgette** (Mrs Robert C. Howard). *L. S.* 1906-7.

Washington, D. C.; Woman's col. of Baltimore, B. A. '99; asst children's librn District of Columbia p. l. '07-'08; acting children's librn Broadway branch Cleveland p. l. '08; librn McKinley manual training high sch., Washington, '09; in charge of work with schools, District of Columbia p. l., '10-'12; married Robert C. Howard, 10 June '12.

*Present address.* 1747 Oregon av. N. W., Washington, D. C.

- 498 Rush, Charles Everett.** *B. L. S.* 1908. *L. S.* 1906-8.

Fairmount, Ind.; Earlham, B. A. '05; Wisconsin f. l. comn summer sch. of lib. sci., Madison, '04; librn Ionian soc. lib. Earlham col. '04; asst Earlham col. lib. Sept. '04-June '05; asst Univ. of Wisconsin lib., Madison, Oct. '05-June '06; asst Newark (N. J.) f. p. l. summer '07; ctgr collection of mss of Mrs J. V. L. Pruyn, Albany, N. Y. '07-'08; librn Jackson (Mich.) p. l. July '08-July '10; librn St Joseph (Mo.) p. l. July '10-date; vice pres. Mich. lib. assn, '09-'10; vice pres. Mo. lib. assn, '11-'12.

*Present address.* Public Library, St Joseph, Mo.

- 499 Shaver, Mary Mumper.** L. S. 1906-7.  
 Hazleton, Pa.; Woman's col. of Baltimore, B. A. '06; libr John B. Stetson univ. lib., Deland, Fla. '08-'10; ctldr Vassar col. lib. Feb. '11-date.  
*Present address.* Vassar College Library, Poughkeepsie, N. Y.
- 500 Smith, Elizabeth Manley.** L. S. 1906-8.  
 Portland, Me.; Vassar, B. A. '02; graduate work '02-'03; asst Newark (N. J.) f. p. l. July-Sept. '07, in charge of work with schools, Sept.-Dec. '08; asst, L. S. Sept. '07-July '08; asst ref. section N Y. S. L. Dec. '08-Mar. '11, asst order section, Mar. '11-July '12, head of section. Aug. '12-date.  
*Present address.* State Library, Albany, N. Y.
- 501 Smith, Fannie May.** L. S. 1906-7.  
 Warsaw, N. Y.; Smith, B. A. '05; asst children's dept Saratoga branch Brooklyn p. l. '07-'09; asst libr Reuben McMillan f. l. Youngstown, O. '10-date.  
*Present address.* Reuben McMillan Free Library, Youngstown, O.
- 502 Stebbins, Howard Leslie.** B. L. S. 1908. L. S. 1906-8.  
 Springfield, Mass.; Amherst, B. A. '06; asst Amherst col. lib. '03-June '06, July '07; asst libr Association of the Bar of the City of New York, June '08-date.  
*Present address.* Association of the Bar of the City of New York, 42 W. 44th st., New York, N. Y.
- 503 Strange, Joanna Gleed.** B. L. S. 1908. L. S. 1907-8.  
 Sioux City, Ia.; Iowa lib. comm summer sch. for lib. training, Iowa City, '02; State univ. of Iowa, B. A. '06; asst Sioux City (Ia.) p. l. '09-'01; asst State univ. of Iowa lib. '01-'07; 1st asst ref. dept Carnegie lib., Pittsburgh, July '09-date (acting ref. libr May '10-May '11).  
*Present address.* Carnegie Library, Pittsburgh, Pa.
- 504 Sweet, Martha Louise.** L. S. 1906-7.  
 Maynard, N. Y.; Smith, B. A. '06; asst Roswell P. Flower mem. lib., Watertown, N. Y. '07-'08; asst Utica (N. Y.) p. l. '08-date.  
*Present address.* Public Library, Utica, N. Y.
- 505 \*Tunbridge, Helen Elizabeth.** L. S. 1906-7.  
 Whitesboro, N. Y.; Bryn Mawr, B. A. '07; Radcliffe '97-'98; asst Colgate univ. lib., Hamilton, N. Y. Oct. '04-Sept. '06; asst Clark univ. lib., Worcester, Mass. '07-'08; ctldr Rochester (N. Y.) theol. sem. lib. '08; died, 20 Sept. '09.
- 506 White, Mabel Gordon.** B. L. S. 1908. L. S. 1906-8.  
 New York City; Vassar, B. A. '06; asst in charge Amsterdam (N. Y.) p. l. July-Sept. '08; ctldr Brooklyn p. l. Oct.-Dec. '08; substitute circ. dept, New York p. l. Jan.-Feb. '09, sch. asst Mott Haven branch, Mar. '09-May '10, 1st asst June '10-date.  
*Present address.* Mott Haven Branch, New York Public Library, New York, N. Y.
- 507 Whittemore, Ruby Gertrude.** 1st yr certificate 1907. L. S. 1906-7.  
 Hudson, Mass.; Univ. of Vermont, Ph.B. '06; asst Univ. of Vermont lib., Burlington, Sept. '02-June '05; substitute libr Hudson (Mass.) p. l. June-Sept. '03; libr New Hampshire col. of agric. & mechanic arts,

Durham, Aug. '07-Sept. '08; ctldr Brooklyn p. l. Oct.-Dec. '08; librnr Narragansett lib. assn, Peacedale, R. I. Jan. '09-date.

*Present address.* Narragansett Library Association, Peacedale, R. I.

## CLASS OF 1909

- 508 Adams, Leta Emma.** *B. L. S. 1911. L. S. 1907-8, 1910-11.*  
Lincoln, Neb.; Univ. of Nebraska, B. A. '06; librnr State normal school, Spearfish, S. D. Sept. '08-Sept. '10; head ctldr Univ. of Missouri lib., Columbia, Sept. '11-June '12; head ctldr Rochester (N. Y.) p. l. July '12-date.  
*Present address.* Public Library, Rochester, N. Y.
- 509 Blair, Irene Elise.** *1st yr certificate 1908. L. S. 1907-8.*  
Sedalia, Mo.; Univ. of Missouri, B. A. '02; ref. asst Univ. of Texas lib., Austin, Jan. '11-date.  
*Present address.* University of Texas Library, Austin, Tex.
- 510 Blanchard, Linn Rudolph.** *B. L. S. 1909. L. S. 1907-9.*  
Woodstock, Vt.; St Lawrence univ. B. A. '06; substitute Y. M. C. A. lib., Albany, N. Y. Dec. '07; ctldr collection of mss of Mrs J. V. L. Pruyn, Albany, N. Y. May-July '08; asst N. Y. S. L. Aug. '08-Dec. '09; ctldr Indiana State lib., Indianapolis, Jan.-Mar. '10; head ctldr Newberry lib., Chicago, Apr. '10-date.  
*Present address.* Newberry Library, Chicago, Ill.
- 511 Culver, Essae Martha.** *L. S. 1907-8.*  
Phoenix, Ariz.; Pomona col. B. L. '05; asst Pomona col. lib., Claremont, Cal. '05-'07; librnr Salem (Ore.) p. l. '08-date.  
*Present address.* Public Library, Salem, Ore.
- 512 Davis, Mary Herbert.** *1st yr certificate 1908. L. S. 1907-8.*  
New London, Conn.; Mt Holyoke, B. A. '07; librnr Chester (Pa.) p. l. '09-'12.  
*Present address.* New London, Conn.
- 513 Fargo, Lucile Foster.** *L. S. 1907-8.*  
Walla Walla, Wash.; Yankton col. '99-'01; Whitman col. B. L. '03, M. L. '04; asst Walla Walla (Wash.) p. l. '06-'07; 1st asst ctldr Portland (Ore.) lib. assn, '08-'09; librnr North central high sch. lib., Spokane, Wash. '09-date; vacation asst Seattle (Wash.) p. l. '10, '11; temporary asst, California State lib. June-Aug. '12; sec. Pacific Northwest lib. assn, '11-date.  
*Present address.* North Central High School Library, Spokane, Wash.
- 514 \*Field, Agnes Jeannette.** *1st yr certificate 1908. L. S. 1907-8.*  
Iowa City, Ia.; State univ. of Iowa, B. A. '07; apprentice Iowa City p. l. '06-'07; asst librnr Council Bluffs (Ia.) p. l. '08; died, 18 Nov. '08.
- 515 Gray, Florence Brooks.** *B. L. S. 1909. L. S. 1907-9.*  
Albany, N. Y.; Syracuse univ. Ph.B. '07; clsfr & ctldr Lake George (N. Y.) p. l. June-Oct. '08; asst N. Y. S. L. July '09-date.  
*Present address.* State Library, Albany, N. Y.
- 516 Greenman, Edward D.** *L. S. 1907-8.*  
Albany, N. Y.; Union, Ph.B. '04; asst div. of educ. extension, N. Y. state educ. dept, '02-'07; asst copyright div. Library of Congress, '08-'10;

asst in charge of ref. section U. S. bureau of educ. lib., Washington, '10-date.

*Present address.* U. S. Bureau of Education, Washington, D. C.

**517 Hardman, Elisabeth.** L. S. 1907-8.

North Adams, Mass.; Wellesley, B. A. '05; asst North Adams (Mass.) p. l. '06-'07; head of clippings dept Boston Herald Co. '08; asst Carnegie lib., Pittsburgh, '09; asst Carnegie f. l., McKeesport, Pa. '10; acting librn North Adams (Mass.) p. l. '10; organizer Waterloo (N. Y.) p. l. Oct. '10-'11; librn Whitestone branch Queens Borough p. l. Apr. '11-date.

*Present address.* Whitestone Branch, Queens Borough Public Library, Whitestone, N. Y.

**518 Hawks, Blanche Loraine.** 1st yr certificate 1908. L. S. 1907-8.

Keuka Park, N. Y.; Keuka col. B. A. '03; ctlgr Brooklyn p. l. '08-'09; substitute asst Chatham sq. branch New York p. l. '08-'09; ctlgr Univ. of Illinois lib. '09; temporary ctlgr Superior (Wis.) p. l. Mar.-Sept. '10; 2d asst to ed. A. L. A. Booklist, Madison, Wis. '10-date.

*Present address.* A. L. A. Booklist, Madison, Wis.

**519 Hunter, Grace Elizabeth.** 1st yr certificate 1908. L. S. 1907-8.

Washington, D. C.; Univ. of Nebraska, B. A. '06; asst catalog div. Library of Congress, Oct. '08-date.

*Present address.* Catalog Division, Library of Congress, Washington, D. C.

**520 Langfitt, Frances Stella.** 1st yr certificate 1908. L. S. 1907-8.

Pittsburgh, Pa.; Pennsylvania col. for women '06-'07; Univ. of Wooster, Ph.B. '01; asst Carnegie lib., Allegheny, Pa. '01-'04, children's librn '04-'07; ref. librn Allegheny Carnegie f. l., N. S. Pittsburgh, '08-date.

*Present address.* Allegheny Carnegie Free Library, N. S. Pittsburgh, Pa.

**521 Milam, Carl Hastings.** 1st yr certificate 1908. L. S. 1907-8.

Newkirk, Okla.; Univ. of Oklahoma, B. A. '07; asst Univ. of Oklahoma lib., Norman, '03-'07; jr asst John Crerar lib., Chicago, June-Sept. '07; asst Purdue univ. lib., Lafayette, Ind. Oct. '08-Sept. '09; sec. Indiana pub. lib. comn, Sept. '09-date, instructor summer sch. for librn, '10-date; vice pres. League of lib. comn, '11-'12; pres. '12-date; pres. Indianapolis lib. club, '10-'12.

*Present address.* Indiana Public Library Commission, Indianapolis, Ind.

**522 Phipps, Gertrude Eleanor.** B. L. S. 1909. L. S. 1907-9.

Dorchester, Mass.; Wellesley, B. A. '06; librn for vacation play grounds New York p. l. July-Sept. '07; asst trav. lib. office '08; asst U. S. dept of agric. lib., Washington, '09; asst catalog div. Library of Congress, '10-date.

*Present address.* Catalog Division, Library of Congress, Washington, D. C.

**523 Rhodes, Isabella Knox.** B. L. S. 1910. L. S. 1907-10.

Niagara Falls, N. Y.; Smith, B. A. '07; asst Smith col. lib. '05-'07;

asst, L. S. Oct. '08-July '10; asst catalog dept Cleveland p. l. Sept. '10-July '11; asst ref. dept N. Y. S. L. Sept. '11-date.

*Present address.* State Library, Albany, N. Y.

**524 Searcy, Katherine Andrews.** L. S. 1907-8.

Brenham, Tex.; Univ. of Texas, B. L. '06; asst Univ. of Texas lib., Austin, Sept. '08-Sept. '11, ref. librn Sept. '11-date.

*Present address.* University of Texas Library, Austin, Tex.

**525 Strong, George Franklin.** B. L. S. 1909. L. S. 1908-9.

Natick, Mass.; Northwestern univ., Evanston, Ill. '98-'99; Wesleyan, B. A. '03; asst Wesleyan univ. lib., Middletown, Conn. Sept. '02-Mar. '04; librn Univ. of North Dakota lib. Mar. '04-July '08; acting librn Boston univ. lib. Oct. '09-Feb. '10; librn Adelbert col. lib., Cleveland, Mar. '10-date.

*Present address.* Adelbert College Library, Western Reserve University, Cleveland, O.

**526 Towner, Isabel Louise.** 1st yr certificate 1908. L. S. 1907-8.

Washington, D. C.; Woman's col. of Baltimore, B. A. '06; asst circ. dept District of Columbia p. l. Aug. '08, ctgr Sept. '08-Apr. '09; asst catalog div. Library of Congress, Apr.-Nov. '09; ctgr U. S. bureau of educ. lib., Washington, Dec. '09-Nov. '11, head ctgr Dec. '11-date.

*Present address.* U. S. Bureau of Education, Washington, D. C.

**527 Wheeler, Joseph Lewis.** B. L. S. 1909. L. S. 1908-9.

Watertown, Mass.; Brown, Ph.B. '06, M. A. '07; asst Brown univ. lib. Sept. '02-June '06, 2d asst librn July '06-June '07; evening custodian art & industrial depts Providence (R. I.) p. l. Sept. '04-June '06; asst librn District of Columbia p. l., Washington, June '09-Feb. '11; librn Jacksonville (Fla.) p. l. Mar. '11-date; sec. Fla. lib. assn '11.

*Present address.* Public Library, Jacksonville, Fla.

**528 Wilson, Mabel Zoe.** B. L. S. 1909. L. S. summer course 1908, L. S. 1908-9.

Bellingham, Wash.; Ohio univ. B. A. '00; asst Ohio univ. lib., Athens, July-Aug. '02; asst Leland Stanford Junior univ. lib. June-July '06; substitute East branch Brooklyn p. l. July-Sept. '08; librn State normal sch. lib., Bellingham, Feb. '02-date.

*Present address.* State Normal School Library, Bellingham, Wash.

#### CLASS OF 1910

**529 Arnett, Lonna D.** L. S. 1908-9.

Morgantown, W. Va.; West Virginia univ. B. S. '98; Clark univ., Worcester, Mass. Ph.D. '03; librn Shepherd college state normal sch. lib., Shepherdstown, W. Va. Sept. '09-June '01; librn Epworth univ., Oklahoma, Sept. '04-June '05; clsfr & asst U. S. bureau of educ. lib., Washington, June '09-Sept. '10; librn West Virginia univ. lib., Morgantown, Oct. '10-date.

*Present address.* University of West Virginia Library, Morgantown, W. Va.

**530 Birge, Anna Grant.** L. S. 1908-10.

Madison, Wis.; Univ. of Wisconsin, B. A. '06.

*Present address.* 744 Langdon st., Madison, Wis.

- 531 Blas, Henrietta Marie.** L. S. Oct. 1908-Jan. 1910.  
Riverhead, N. Y.; Wellesley, B. A. '08; asst catalog div. Library of Congress, Jan. '10-date.  
*Present address.* Catalog Division, Library of Congress, Washington, D. C.
- 532 Callahan, Lilian Jeannette.** *1st yr certificate 1909.* L. S. 1908-10.  
Albany, N. Y.; Smith '04-'06; Trinity, (Washington, D. C.) B. A. '08; asst Tompkins Sq. branch, New York p. l. July-Sept. '09; ctlgr private lib. of Albert Vander Veer M. D., Albany, N. Y. July-Aug. '10; asst div. of educ. extension, N. Y. State educ. dept, Oct. '10-date.  
*Present address.* State Library, Albany, N. Y.
- 533 Colegrove, Mrs Mabel Eloise (Dart).** *B. L. S. 1911.* L. S. 1908-10.  
Hamilton, N. Y.; Colgate '78-'82; Vassar, B. A. '82; in charge of sch. lib. Norwich (N. Y.) acad. '82-'84; in charge of sch. lib. Marion (N. Y.) collegiate inst. '84-'89; trustee, Hamilton, N. Y. p. l. '07-'09; asst Colgate univ. lib., Hamilton, N. Y. Jan.-Oct. '08, July-Oct. '09; librn Heermance mem. lib., Coxsackie, N. Y. Apr. '10-date.  
*Present address.* Heermance Memorial Library, Coxsackie, N. Y.
- 534 Cunningham, Jesse.** L. S. 1908-11.  
Lincoln, Neb.; Indiana univ. '01-'05; Univ. of Nebraska, B. A. '06; asst Indiana univ. lib. Oct. '01-Aug. '05; asst Univ. of Nebraska lib. Sept. '05-June '07; asst N. Y. S. L. July '09-June '11; municipal ref. librn St Louis (Mo.) p. l. July '11-date; librn school of mines, Rolla, Mo. Sept. '12-date.  
*Present address.* School of Mines and Metallurgy, Rolla, Mo.
- 535 Dearborn, James Marshall.** L. S. 1908-Feb. 1910.  
Brooklyn, N. Y.; Wesleyan, Ph.B. '02; post graduate course Columbia univ. '03-'04; acting librn Boston univ. lib. Feb. '10-Apr. '12; in charge of order dept Boston Athenaeum, May '12-date.  
*Present address.* Boston Athenaeum, Boston, Mass.
- 536 Eno, Sara Wooster.** L. S. 1908-9.  
Charlotte, Vt.; Univ. of Vermont '04-'05; Univ. of Texas '05-'06; Univ. of Illinois, B. A. '08; asst Univ. of Vermont lib. Sept. 04- June '05; asst catalog dept Univ. of Pennsylvania lib. '09-'10; librn John B. Stetson univ. lib., Deland, Fla. '10-June '12; asst Bryn Mawr col. lib. '12-date.  
*Present address.* Bryn Mawr College, Bryn Mawr, Pa.
- 537 Firmin, Kate Maud.** *B. L. S. 1910.* L. S. 1908-10.  
Minneapolis, Minn.; Univ. of Minnesota, B. A. '08; Minnesota pub. lib. comn summer sch. for lib. training, Minneapolis, '07; mem. of lib. training class Minneapolis p. l. Jan.-May '08; 1st asst catalog dept Tacoma (Wash.) p. l. Aug.-Nov. '10, head of catalog dept Nov. '10-date.  
*Present address.* Public Library, Tacoma, Wash.
- 538 Fullerton, Pauline Valentine.** *1st yr certificate 1909.* L. S. 1908-10.  
Brooklyn, N. Y.; Smith, B. A. '05; postgraduate course Adelphi col. '06-'07; 1st asst information dept New York p. l. Mar. '10-date.  
*Present address.* New York Public Library, 476 Fifth av., New York, N. Y.

**539 George, Lillian Mabelle.** *B. L. S. 1910. L. S. 1909-10.*

Amesbury, Mass.; Rhode Island state col. B. S. '99; Univ. of Illinois, B. A. '04; Amherst col. summer course in lib. econ. '97; librn Rhode Island state col. lib., Kingston, Oct. '97-Aug. '09; scientific asst U. S. dept of agric. lib., Washington, July '10-May '11; head ctlgr & clsfr Purdue univ. lib., Lafayette, Ind. May '11-date.

*Present address.* Purdue University Library, Lafayette, Ind.

**540 Gilnack, Anna Belle.** (Mrs Galen W. Hill). *B. L. S. 1910. L. S. 1908-10.*

Rockville, Conn.; Mt Holyoke, B. A. '05; asst Mt Holyoke col. lib. Sept. '03-June '04; substitute asst Maxwell mem. lib., Rockville, Conn. for short periods '05-'08; asst legislative ref. dept Connecticut state lib., Hartford, Sept. '10-Feb. '12; married Galen Wentworth Hill, 17 Apr. '12.

*Present address.* Fairhaven, Mass.

**541 Hill, Galen Wentworth.** *B. L. S. 1910. L. S. 1908-10.*

Gorham, Me.; Bowdoin, B. A. '04; asst law lib. N. Y. S. L. '10-'11; librn Millicent lib., Fairhaven, Mass. '11-date.

*Present address.* Millicent Library, Fairhaven, Mass.

**542 Holdridge, Kathreen** *L. S. 1908-10.*

Rochester, N. Y.; Univ. of Rochester '06-'07; Elmira col. B. A. '08; ctlgr Carnegie lib., Homestead, Pa. Oct. '10-May '11; ctlgr Iowa state col. lib., Ames, Sept. '11-date.

*Present address.* Iowa State College Library, Ames, Ia.

**543 Joeckel, Carlton Bruns.** *B. L. S. 1910. L. S. 1908-10.*

Lake Mills, Wis.; Univ. of Wisconsin, B. A. '08; librn's sec. St Louis (Mo.) p. 1. Sept. '10-Mar. '11; asst ref. librn Univ. of California lib., Berkeley, June '11-date.

*Present address.* University of California Library, Berkeley, Cal.

**544 Johnston, Sara Etta** (Mrs Linn R. Blanchard). *L. S. 1908-9.*

Butler, Pa.; Westminster col. B. A. '94, M. A. '05; substitute Aguilar branch New York p. 1. July-Aug. '09; ctlgr Purdue univ. lib., Lafayette, Ind. Sept. '09-May '11; married Linn Rudolf Blanchard, 3 May '11.

*Present address.* The Irving, 1018 N. State st., Chicago, Ill.

**545 Kaiser, John Boynton.** *B. L. S. 1910. L. S. 1908-10.*

Cleveland, O.; Western Reserve univ. B. A. '08; Western Reserve univ. law sch. '07-'08; asst librn Western Reserve hist. soc. lib. June-Sept. '07, June-Sept. '08; reorganized private lib. Hon. L. E. Holden, Cleveland, June-July '09; asst catalog dept & ref. dept Cleveland p. 1. Aug. '09; asst law lib. N. Y. S. L. Dec. '09-June '10; asst state librn in charge of legislative ref. section Texas state lib., Austin, Aug. '10-Sept. '11; librn dept of economics & sociology Univ. of Illinois lib. Sept. '11-date.

*Present address.* 302 Lincoln Hall, Urbana, Ill.

**546 Long, Harriet Catherine.** *B. L. S. 1910. L. S. 1908-10.*

Madison, Neb.; Univ. of Nebraska, B. A. '08; supervisor county extension dept Santa Barbara (Cal.) p. 1. '10-date.

*Present address.* Public Library, Santa Barbara, Cal.



- 547 Lytle, Mary.** *1st yr certificate 1909.* L. S. 1908-9.  
Iowa City, Ia.; State univ. of Iowa, Ph. B. '98; ctldr Superior (Wis.) p. l. July-Dec. '09; libr Sedalia (Mo.) p. l. Jan. '10-Nov. '11; ref. libr Tacoma (Wash.) p. l. Nov. '11-date.  
*Present address.* Public Library, Tacoma, Wash.
- 548 Sherwood, Ethel Augusta** (Mrs Paul Bucher). *B. L. S. 1910.* L. S. 1908-10.  
White Plains, N. Y.; Wellesley, B. A. '01; asst Aguilar branch, New York p. l. July-Aug. '09; asst U. S. dept of agric. lib., Washington, May '11-date; married Paul Bucher, 13 Sept. '10.  
*Present address.* 1104 L st. N. W., Washington, D. C.
- 549 Stillman, Mrs Clara (Gruening).** L. S. Oct. 1908-Mar. '09.  
New York City; Barnard, B. A. '03.  
*Present address.* 36 E. 57th st., New York, N. Y.
- 550 Suter, Martha Winkley.** *1st yr certificate 1909.* L. S. 1908-11.  
Roxbury, N. Y.; Radcliffe, B. A. '01; asst book selection & annotation, N. Y. S. L. Oct. '09-date.  
*Present address.* State Library, Albany, N. Y.
- 551 Swartwout, Jessamine Eliza.** *1st yr certificate 1909.* L. S. 1908-9.  
Washington, D. C.; George Washington univ. B. A. '02; ctldr Howard univ. lib., Washington, '09; ctldr U. S. bureau of educ. lib., Washington, '09-Sept. '10; libr Baptist inst for Christian workers, Philadelphia, Sept. '10-June '11; temporary asst U. S. dept of agric. lib., Washington, Aug.-Dec. '11; ctldr Newberry lib., Chicago, '12-date.  
*Present address.* Newberry Library, Chicago, Ill.
- 552 Wakefield, Bertha.** *B. L. S. 1910.* L. S. 1908-10.  
Sioux City, Ia.; Univ. of Minnesota, B. A. '01; ctldr & ref. asst Sioux City (Ia.) p. l. Feb. '06-Sept. '08, July-Sept. '09; asst div. of educ. extension N. Y. S. L. Dec. '09-'10; head ctldr Vassar col lib. Sept. '10-Jan. '11; head ctldr Seattle (Wash.) p. l. Feb. '11-date.  
*Present address.* Public Library, Seattle, Wash.
- 553 Warren, Ruth Evelyn** (Mrs Louis C. Shaul). *B. L. S. 1910.* L. S. 1908-10.  
Townsend, Mass.; Wellesley, B. A. '08; asst Townsend (Mass.) p. l. July-Sept. '08; married Louis C. Shaul, 11 Jan. '11.  
*Present address.* 1008 E. Adams st., Syracuse, N. Y.

## CLASS OF 1911

- 554 Allen, Mrs Ferne Ryan** (Mrs Philip L. Allen). *B. L. S. 1911.* L. S. 1909-11.  
Troy, N. Y.; Univ. of Wisconsin, B. L. '99; ctldr Univ. of Chicago lib. July-Aug. '10; libr John B. Stetson univ. Sept. '12-date.  
*Present address.* Reedsburg, Wis.
- 555 Baker, Mary Neikirk.** *1st yr certificate 1910.* L. S. 1909-10.  
Westerville, O.; Otterbein univ. B. A. '06; asst Otterbein univ. lib., Westerville, O. Sept. '07-June '09; libr Elwood (Ind.) p. l. Aug. '10-Sept. '12; 1st asst circulation dept, Seattle (Wash.) p. l. Sept. '12-date.  
*Present address.* Public Library, Seattle, Wash.

- 556 Bell, Margaret George.** L. S. 1909-10. (Mrs. H. H. Corson.)  
Minneapolis, Minn.; Univ. of Minnesota, B. A. '05; postgraduate work '07; asst Mankato (Minn.) p. l. May-July '09; asst Newark (N. J.) f. p. l. '10; librn Lyndale branch Minneapolis p. l. '10-'11, asst Walker branch, '11-June '12; married Henry Corson, Jr, 21 June '12.  
*Present address.* Walker Branch, Public Library, Minneapolis, Minn.
- 557 Blehr, Marit.** L. S. 1909-10; ~~married June, '10~~  
Kristiania, Norway; Det kongelige norske Frederiks univ. Kristiania, B. A. '97; postgraduate work '97-'98; asst Tompkins Sq. branch N. Y. p. l. Sept.-Dec. '10, asst Yorkville branch Dec. '10-Mar. '11, asst in office of supervisor of work with children Mar.-Apr. '11, asst Central circulation dept, children's room, May '11-date.  
*Present address.* New York Public Library, 476 Fifth av., New York, N. Y.
- 558 Brown, Helen Dalton.** B. L. S. 1911. L. S. 1909-11.  
Chicago, Ill.; Bryn Mawr, B. A. '09; jr asst ctlgr John Crerar lib., Chicago, Sept. '11-date.  
*Present address.* 1216 N. State st., Chicago, Ill.
- 559 Carter, Sylvester J.** B. L. S. 1911. L. S. 1909-11.  
Council Bluffs, Ia.; Drake univ. B. A. '09; sr asst in charge of ref. work Milwaukee (Wis.) p. l. Sept. '11-date.  
*Present address.* Public Library, Milwaukee, Wis.
- 560 Chamberlayne, Ellen Florence.** 1st yr certificate 1910. L. S. 1909-10.  
Pittsford, N. Y.; Syracuse univ. B. P. '87; asst Syracuse univ. lib. Sept. '85-June '87; children's librn Utica (N. Y.) p. l. Sept.-Nov. '10; asst Binghamton p. l. Sept. '12-date.  
*Present address.* Public Library, Binghamton, N. Y.
- 561 Eliot, Ruth Forbes.** B. L. S. 1911. L. S. 1909-11.  
New Haven, Conn.; Smith, B. A. '08; asst ctlgr Univ. of Minnesota lib. Sept. '11-Sept. '12; 1st asst A. L. A. booklist, Sept. '12-date.  
*Present address.* A. L. A. Booklist, Madison, Wis.
- 562 Evans, Magdalen** (Mrs Chancey Juday). L. S. 1909-10.  
Madison, Wis.; Univ. of Wisconsin, B. A. '04, postgraduate work (summer) '06, '07-'08; married Chancey Juday, 6 Sept. '10.  
*Present address.* 35 Lathrop st., Madison, Wis.
- 563 Fordice, Frances.** B. L. S. 1911. L. S. 1909-11.  
Eldorado, Wis.; Ripon col. B. A. '08; ctlgr Univ. of Chicago, July-Aug. '10; ctlgr private lib. of Mr F. Ambrose Clark, Cooperstown, N. Y. July-Aug. '11; ctlgr St Albans (Vt.) p. l. Sept. '11-Jan. '12; librn Sedalia (Mo.) p. l. Feb. '12-date.  
*Present address.* Public Library, Sedalia, Mo.
- 564 Gilbert, Gertrude Martha.** 1st yr certificate 1910. L. S. 1909-10.  
Dorset, Vt.; Univ. of Vermont '05-'06; Smith, B. A. '09; asst Univ. of Vermont lib. Sept. '05-June '06; asst Smith col. lib. Sept. '06-June '09; asst U. S. bureau of educ. lib., Washington, Sept.-Dec. '10; clerk U. S. dept of agric. lib., Washington, Jan. '11-date.  
*Present address.* U. S. Dept of Agriculture Library, Washington, D. C.

- 565 Janvrin, Charles Edwin.** *B. L. S. 1911. L. S. 1910-11.*  
Hampton Falls, N. H.; Univ. of Pennsylvania '96-'98; Drexel inst. lib. sch. '01-'02; Harvard univ. summer sch. '99, '00, '05, '06; Univ. of Chicago, Ph. B. '10; librn Jefferson med. col., Philadelphia, Sept. '02-June '07; ctlgr Baron de Hirsch agric. & industrial sch. lib., Woodbine, N. J. July '04; ctlgr private lib. of E. M. Stanton, M. D., Schenectady, N. Y. June-July '11; librn dept of natural history Univ. of Illinois lib. '12-date.  
*Present address.* University of Illinois Library, Urbana, Ill.
- 566 Leitch, Harriet Elizabeth.** *1st yr certificate 1910. L. S. 1909-10.*  
Edgewood Park, Pa.; Smith, B. A. '06; asst Niles, O. p. l. Nov.-Dec. '08, July, Sept. '08; asst Reuben McMillan f. l., Youngstown, O. July-Aug. '09; asst catalog dept Cleveland p. l. July-Oct. '10, librn Edgewater sub-branch Nov. '10-Jan. '11, 1st asst supervisor of sub-branches Feb. '11-date.  
*Present address.* Public Library, Cleveland, O.
- 567 Lyon, Frances Dimmick.** *L. S. 1909-10. (Special).*  
Port Jervis, N. Y.; Cornell, LL.B. '04; substitute librn Lawyers' lib., Rector st., New York City, Aug. '09; sub-librn law lib., N. Y. S. L. '10-date; ctlgr Supreme court lib., 8th judicial district, Buffalo, N. Y. Sept. '11.  
*Present address.* State Library, Albany, N. Y.
- 568 Miltimore, Louise Salisbury.** *1st yr certificate 1910. L. S. 1909-10.*  
Catskill, N. Y.; Cornell, B. A. '09; asst Aguilar branch New York p. l. '10-Mar. '12, 1st asst Tottenville branch Apr. '12-date.  
*Present address.* Tottenville Branch, New York Public Library, Tottenville, N. Y.
- 569 Scranton, Henriette.** *L. S. 1909-10.*  
Sault Ste. Marie, Mich.; Vassar, B. A. '96; Detroit col. of law '96-'97; asst Vassar col. lib. '10-June '12.  
*Present address.* Harbor Beach, Mich.
- 570 Stockham, Rae.** *1st yr certificate 1910. L. S. 1909-10.*  
Des Moines, Ia.; Drake univ. Ph.B. '07; evening librn Drake univ. lib. Des Moines, Sept. '08-June '09, asst librn July-Aug. '09, librn Sept. '10-date.  
*Present address.* Drake University Library, Des Moines, Ia.
- 571 Stronge, Lulu Allt.** *1st yr certificate 1910. L. S. 1909-10.*  
Albany, N. Y.; Cornell, B. A. '09; asst Y. M. A. lib., Albany, N. Y. July-Sept. '08, July-Sept. '09; asst Aguilar branch New York p. l. July '10-Jan. '11; asst legal dept Amer. telephone & telegraph Co., New York City, Feb. '11-May '12; in charge of sales dept, Aluminum Co. of America, Pittsburgh, June '12-date.  
*Present address.* Sales Department, Aluminum Company of America, Pittsburgh, Pa.
- 572 Tarr, Anna Minerva.** *L. S. 1909-10.*  
Meadville, Pa.; Allegheny, B. A. '09; asst Allegheny col. lib., Meadville, Pa. Feb. '07-June '09; ctlgr Univ. of Chicago lib. July-Dec. '10; librn Clinton Ia. f. p. l. Jan. '11-date.  
*Present address.* Free Public Library, Clinton, Ia.

- 573 Topping, Elizabeth Russell.** *1st yr certificate 1910.* L. S. 1909-10.  
Salem, Ore.; Cornell, B. A. '06; asst Salem, Ore. p. l. July, Sept. '07, June-July '09, in charge July-Aug. '08; asst Pendleton, Ore. p. l. '10; ctlgr McMinnville (Ore.) col. lib. '10; asst in charge of debate lib. Oregon pub. lib. comm. '10-Aug. '11; in charge N. Albina branch Portland (Ore.) lib. assn, Sept. '11-Aug. '12; librn Marshfield, Ore. p. l. Aug. '12-date.  
*Present address.* North Albina branch, Library Association, Portland, Ore.
- 574 Vasbinder, Lida C.** *1st yr certificate 1910.* L. S. 1909-10  
Lestershire, N. Y.; Elmira col. B. A. '01; apprentice asst Binghamton (N. Y.) p. l. Mar.-May '09; ctlgr Waterloo (N. Y.) p. l. July '10; asst N. Y. S. L. Feb. '12-date.  
*Present address.* State Library, Albany, N. Y.
- 575 West, Josephine Ray.** *1st yr certificate 1910.* L. S. 1909-10.  
New York City; Barnard, B. A. '09; asst New York p. l. June '09; 1st asst Hamilton Fish Park branch Sept. '10-May '11, 2d asst Central circulation dept May-Dec. '11, 1st asst Jan. '12-date.  
*Present address.* New York Public Library, 476 Fifth av., New York, N. Y.

## CLASS OF 1912

- 576 Allen, Amy.** *B. L. S. 1912.* L. S. 1910-12.  
Troy, O.; Western col. for women '03-'04; Mt Holyoke, B. A. '07; asst Cleveland p. l. Oct. '09-June '10, asst catalog dept Aug. 12-date.  
*Present address.* Public Library, Cleveland, O.
- 577 Bailey, Louise Morse.** *1st yr certificate 1911.* L. S. 1910-11.  
Gardner, Mass.; Smith, B. A. '10; asst Smith col. lib. Sept. '09-June '10; ctlgr Connecticut state lib., Hartford, Oct. '11-date.  
*Present address.* Connecticut State Library, Hartford, Conn.
- 578 Benedict, Georgia.** *1st yr certificate 1911.* L. S. 1910-date.  
Saratoga Springs, N. Y.; Wells, B. A. '09; Cornell, Ph. D. '03; asst N. Y. S. L. Sept. '11-date.  
*Present address.* State Library, Albany, N. Y.
- 579 Carnegie, Elza Kier.** *1st yr certificate 1911.* L. S. 1910-11.  
Pittsburgh, Pa.; Vassar, B. A. '10; asst loan dept, central lib., Carnegie lib., Pittsburgh, July '11, substitute Wylie Ave. branch Aug. 1-15, Sept. 1-15, '11, substitute Hazelwood branch Sept. 16-30 '11, asst in charge of ref. work Wylie Ave. branch Oct. '11-date.  
*Present address.* 617 Mellon st., Pittsburgh, Pa.
- 580 Carpenter, Helen Sutton.** *1st yr certificate 1911.* L. S. 1910-11.  
Mt Kisco, N. Y.; Vassar, B. A. '10; substitute asst Mott Haven branch New York p. l. Oct. '11-Jan. '12, asst Feb. '12-date.  
*Present address.* Mott Haven Branch, New York Public Library, New York, N. Y.
- 581 Dougan, Alice Maria.** *1st yr certificate 1911.* L. S. 1910-12.  
Middle Granville, N. Y.; Univ. of Chicago, Ph.B. '06; asst N. Y. S. L. Dec. '11-date.  
*Present address.* State Library, Albany, N. Y.

- 582 Enright, Daisy Maude.** *1st yr certificate 1911.* L. S. 1910-11.  
Burlington, Vt.; Univ. of Vermont, Ph. B. '05; asst Univ. of Vermont lib., Burlington, Jan.-Aug. '10; librn Nutley, N. J. p. 1. Sept. '11-date.  
*Present address.* Public Library, Nutley, N. J.
- 583 Gamble, William Burt.** *1st yr certificate 1911.* L. S. 1910-11.  
Orchard Lake, Mich.; Massachusetts inst. of technology, S. B. '93; asst technology div. New York p. 1. Aug.-Sept. '11, chief, technology div. Sept. '11-date.  
*Present address.* New York Public Library, 476 Fifth av., New York, N. Y.
- 584 Hamilton, William James.** L. S. 1910-11.  
Minneapolis, Minn.; Univ. of Minnesota, B. A. '10; Minnesota pub. lib. comn summer sch. for lib. training, Minneapolis, '09; asst Minneapolis p. 1. Sept. '06-Sept. '10, in charge of useful arts dept, May '11-date.  
*Present address.* Public Library, Minneapolis, Minn.
- 585 Hill, Grace.** *B. L. S. 1912.* L. S. 1911-12.  
Astoria, Long Island City, N. Y.; Iowa col. Ph. B. '06; Iowa lib. comn summer sch. for lib. training, '06, '07; asst Iowa col. lib., Grinnell, Sept. '02-June '07; librn Oskaloosa (Ia.) p. 1. June '07-Nov. '09; librn Astoria branch Queens Borough p. 1. Nov. '09-'11; instructor Dept of lib. sci. Simmons col. Boston, Sept. '12-date.  
*Present address.* Department of Library Science, Simmons College, Boston, Mass.
- 586 Holmes, Florence Isabel.** *B. L. S. 1912.* L. S. 1910-12.  
Albany, N. Y.; Smith, B. A. '10.  
*Present address.* 78 N. Allen st., Albany, N. Y.
- 587 Holth, Gudrun.** L. S. 1910-12.  
Kristiania, Norway; Det kongelige norske Frederiks univ. Kristiania, B. A. '04, Ph. B. '06; Univ. of Oxford summer sch. '09; asst Det Deichmanske bibliothek, Kristiania, May-Aug. '10; temporary cataloger Cleveland p. 1. summer, '12.  
*Present address.* Lökkeveien 11, Kristiania, Norway.
- 588 Johnsen, Marie Elizabeth.** L. S. 1910-11.  
Drammen, Norway; Det kongelige norske Frederiks univ. Kristiania, B. A. '09; asst ctlgr Cleveland p. 1. Aug. '11-date.  
*Present address.* Public Library, Cleveland, O.
- 589 Jones, Mildred Katherine.** *1st yr certificate 1911.* L. S. 1910-11.  
Utica, N. Y.; Smith, B. A. '10; asst Utica (N. Y.) p. 1. Aug. '11-date.  
*Present address.* Public Library, Utica, N. Y.
- 590 Keator, Alfred Decker.** *1st yr certificate 1911.* L. S. 1910-12.  
Accord, N. Y.; Amherst, B. A. '10; asst Amherst col. lib. Sept. '06-June '10; asst Newark (N. J.) f. p. 1. July-Sept '11; librn Williamsburgh branch, Brooklyn p. 1. Mar. '12-date.  
*Present address.* Williamsburgh Branch, Public Library, Brooklyn, N. Y.
- 591 Kelly, Frances Hamerton.** *1st yr certificate 1911.* L. S. 1910-11.  
Pittsburgh, Pa.; Wellesley, B. A. '10; apprentice Carnegie lib., Pitts-

burgh, Oct. '04-June '05, asst Oct. '05-Apr. '06, asst div. of stations July '11-date.

*Present address.* Carnegie Library, Pittsburgh, Pa.

- 592 Krausnick, Gertrude.** *1st yr certificate 1911.* L. S. 1910-11.

St Louis, Mo.; Washington univ. B. A. '10; asst Washington univ. lib., St Louis, Mo. Aug. '11-date.

*Present address.* Washington University Library, St. Louis, Mo.

- 593 Leonard, Miriam Louise.** *1st yr certificate 1911.* L. S. 1910-11.

Minneapolis, Minn.; Wellesley, B. A. '10; apprentice Minneapolis p. l. July-Aug. '10; asst ctigr Sept. '11-date.

*Present address.* Public Library, Minneapolis, Minn.

- 594 Lewis, Margaret Mac Dougall.** *1st yr certificate 1911.* L. S. 1910-11.

Cohoes, N. Y.; Mt Holyoke, B. A. '10; asst N. Y. S. L. Oct.-Nov. '11; Troy (N. Y.) p. l. Jan. '12-date.

*Present address.* Public Library, Troy, N. Y.

- 595 McCauley, Pauline Mills.** *1st yr certificate 1911.* L. S. 1910-11.

Morganfield, Ky.; Indiana univ. B. A. '10; 1st asst Wylie Ave. branch Carnegie lib., Pittsburgh, Aug. '11-date.

*Present address.* Wylie Ave. branch, Carnegie Library, Pittsburgh, Pa.

- 596 Matthews, Gertrude.** *1st yr certificate 1911.* L. S. 1910-11.

Waco, Tex.; Baylor univ. Ph. B. '03; lib. training class Univ. of Texas, Oct.-Dec. '06; asst libr Waco p. l. Oct. '03-Sept. '06, libr Jan. '07-date; treas. Tex. lib. assn, '07-'10.

*Present address.* Public Library, Waco, Texas.

- 597 Miller, Emily Van Dorn.** *1st yr certificate 1911.* L. S. 1910-11.

New Orleans, La.; H. Sophie Newcomb mem. col. B. A. '07; lib. course for sch. teachers Tulane univ. Oct. '09-May '10; children's libr, Walker branch Minneapolis p. l. Sept. '11-date.

*Present address.* Walker Branch, Public Library, Minneapolis, Minn.

- 598 Miller, Iowa Frances.** L. S. Oct.-Dec. 1910.

Lancaster, O.; Otterbein univ. Ph. B. '98, M. A. '05; libr York Neb. col. lib. Sept. '02-June '09.

*Present address.* Route 9, Lancaster, O.

- 599 Potter, Mrs Elizabeth Florence (Gray).** L. S. 1910-12.

Oakland, Cal.; Univ. of Cal. Ph.B. '96; instructor Wisconsin lib. sch., Madison, Sept. '12-date.

*Present address.* Wisconsin Library School, Madison, Wis.

- 600 Rawson, Fannie Castleman.** L. S. 1910-11. (Special).

Louisville, Ky.; in charge of trav. libraries Kentucky federation of women's clubs, Jan. '02-date; chairman Kentucky lib. comn, July '10-July '11 (leave of absence to attend L. S. '10-'11), sec. July '11-date; sec.-treas. Kentucky lib. assn, Oct. '11-date.

*Present address.* Kentucky Library Commission, Frankfort, Ky.

- 601 Rice, Paul North.** L. S. 1910-11.

Newton, Mass.; Wesleyan, B. A. '10; asst ref. libr Ohio state univ. lib., Columbus, '11-date.

*Present address.* Ohio State University Library, Columbus, O.

- 602 Richardson, Mary Cleaves.** *1st yr certificate 1911.* L. S. 1910-11.  
Castine, Me.; Wellesley, B. A. '05; reorganizer & librn Eastern state normal sch., Castine, Me. Sept. '07-date; instructor in lib. administration & organization, normal summer schools of Maine, '12.  
*Present address.* Eastern State Normal School, Castine, Me.
- 603 Rosholt, Ruth.** *B. L. S. 1912.* L. S. 1911-12.  
Minneapolis, Minn.; Univ. of Minnesota, B. A. '04; asst Minneapolis p. l. Apr. '06-'07, ctlgr '07-'12.  
*Present address.* 1925 Penn av. South, Minneapolis, Minn.
- 604 Smith, Jessamine McClurkin.** *1st yr certificate 1911.* L. S. 1910-11.  
Rutland, Vt.; Mt Holyoke '06-'07; Middlebury col. B. A. '08; apprentice Rutland (Vt.) f. l. Mar.-June '10; ctlgr Emma Williard sch. lib., Troy, N. Y. Sept. '11; asst catalog dept Minneapolis p. l. Nov. '11-date.  
*Present address.* Public Library, Minneapolis, Minn.
- 605 Smith, Victor Alf Guerdum.** *1st yr certificate 1911.* L. S. 1910-11.  
Kristiania, Norway; Det kongelige norske Frederiks univ. Kristiania, M. A. '09; asst Det Deichmanske bibliothek, Kristiania, Nov. '11-date.  
*Present address.* Deichmanske Bibliothek, Kristiania, Norway.
- 606 Tinkham, Mabel.** *1st yr certificate 1911.* L. S. 1910-11.  
Fort Wayne, Ind.; Ohio Wesleyan univ. B. A. '00; asst Fort Wayne (Ind.) p. l. July-Aug. '10; ctlgr & ref. librn Gary (Ind.) p. l. Sept. '11-date.  
*Present address.* Public Library, Gary, Ind.
- 607 Tompkins, Helen Wheeler.** *1st yr certificate 1911.* L. S. 1910-date.  
Poughkeepsie, N. Y.; Vassar, B. A. '10; asst Vassar col. lib. Sept. '06-June '10; asst N. Y. S. L. Sept. '11-date.  
*Present address.* State Library, Albany, N. Y.
- 608 Watts, Blanche Viola.** *1st yr certificate 1911.* L. S. 1910-11.  
Sioux City, Ia.; Morningside col. B. A. '08; Iowa lib. comn summer sch. for lib. training, '08; asst Morningside col. lib., Sioux City, Ia. Sept. '05-June '08, librn Sept. '08-Jan. '12; asst sec. Kentucky lib. comn, Feb. '12-date.  
*Present address.* Kentucky Library Commission, Frankfort, Ky.

## CLASS OF 1913

- 609 Berry, Ethel Irene.** L. S. 1911-12.  
Oil City, Pa.; Wells, B. A. '04; asst Carnegie p. l. Oil City, Pa. Feb. '09-Sept. '11; asst Wells col. lib. Sept. '12-date.  
*Present address.* Wells College Library, Aurora, N. Y.
- 610 Bliss, Leslie Edgar.** L. S. 1911-date.  
Newport, N. Y.; Colgate, B. A. '11; temporary asst Newark (N. J.) f. p. l. July-Sept. '12.  
*Present address.* State Library School, Albany, N. Y.
- 611 Bundy, Irving Roche.** L. S. 1911-12.  
Chicago, Ill.; Colgate, B. A. '02; graduate sch. Univ. of Wisconsin, '05; librn Leavenworth (Kans.) f. p. l. July '12-date.  
*Present address.* Free Public Library, Leavenworth, Kans.

**612 Chambers, Alta Anita.** L. S. 1911-12.

Walla Walla, Wash.; Whitman col. B. A. '04; asst Baker (Ore.) p. 1. Sept. '07-June '08; asst Walla Walla (Wash.) p. 1. June '08-Sept. '11; temporary asst in office of supervisor of work with children New York p. 1. July-Sept. '12.

*Present address.* New York Public Library, 476 Fifth av., New York, N. Y.

**613 Charlton, Delilah Ruby.** L. S. 1911-12.

Loup City, Neb.; Univ. of Nebraska, B. A. '08; in charge of Ord (Neb.) p. 1. '02-'04; asst Cleveland p. 1. Oct. '12-date.

*Present address.* Public Library, Cleveland, O.

**614 Clement, Edith M.** L. S. 1911-date.

Albany, N. Y.; Cornell, B. A. '10.

*Present address.* State Library School, Albany, N. Y.

**615 Conant, Genevieve.** L. S. 1911-date.

Bradford, Pa.; Vassar, B. A. '07; Chautauqua summer lib. sch. '11; asst N. Y. S. L. '12-date.

**616 Daniells, William Nathaniel.** L. S. 1911-date.

Toledo, O.; Univ. of Wisconsin, B. A. '09; temporary asst Buffalo p. 1. July-Aug. '12.

*Present address.* State Library School, Albany, N. Y.

**617 Dice, Justus Howard.** L. S. 1911-date.

Pittsburgh, Pa.; Univ. of Pittsburgh, B. A. '11; asst Carnegie lib., Pittsburgh, Sept. '07-June '08; clsfr and ctlgr lib. of Pittsburgh Testing Laboratory July '12.

*Present address.* State Library School, Albany, N. Y.

**618 Dye, Eleanor Middleswart.** L. S. 1911-12.

New Matamoras, O.; Denison univ. B. S. '11; student asst Denison univ. lib. Sept. '07-June '08; asst librn Miami univ., Oxford, O.; Aug. '12-date.

*Present address.* Miami University, Oxford, O.

**619 Edwards, Eleanor Mount.** L. S. 1911-12.

Randall, N. Y.; Cornell, B. A. '11; ctlgr Mercantile lib. Cincinnati, O. Sept. '12-date.

*Present address.* Mercantile Library, Cincinnati, O.

**620 Eno, Arthur Llewellyn.** L. S. Oct.-Dec. 1911.

Charlotte, Vt.; Brown, B. A. '95; Harvard, M. A. '02; Ph.D. Univ. of Pennsylvania, '12.

*Present address.* Charlotte, Vt.

**621 Fix, Arminda Lucinda.** L. S. 1911-12.

Walla Walla, Wash.; Whitman col. B. S. '99; asst librn Whitman col. lib., Walla Walla, Wash. Sept. '97-'99; librn Sept. '99-date.

*Present address.* Walla Walla, Wash.

**622 Flynn, Marcella.** L. S. 1911-12.

Rochester, N. Y.; col. of St Elizabeth, B. A. '11.

*Present address.* 154 S. Fitzhugh st., Rochester, N. Y.

**623 Graves, Charles Edward.** L. S. 1911-date.

Hatfield, Mass.; Wesleyan, B. A. '08; Univ. de Paris '08-'09 (5 mos.); asst Forbes lib., Northampton, Mass. Sept. '11.

*Present address.* State Library School, Albany, N. Y.



- 624 Graves, Eva Wing.** L. S. 1911-12.  
Hatfield, Mass.; Smith, B. A. '08.  
*Present address.* Hatfield, Mass.
- 625 Grout, Edith Nellie.** L. S. 1911-date.  
East Arlington, Vt.; Middlebury col. B. A. '10; asst Middlebury col. lib. Sept. '08-June '10.  
*Present address.* State Library School, Albany, N. Y.
- 626 Lassen, Harald Hvenegaard.** L. S. 1911-12.  
Funder, Denmark; Kjöbenhavns univ. Ph.B. '05, M. A. '11; asst librñ Kjöbenhavns Kommunes folkebibliotekes Sept. '12-date.  
*Present address.* Kjöbenhavns Kommunes folkebibliotekes, Copenhagen, Denmark.
- 627 Lewis, Willard Potter.** L. S. 1911-date.  
Albany, N. Y.; Wesleyan, B. A. '11; student asst Wesleyan univ. lib., Middletown, Conn. June '09-June '11; asst Princeton univ. lib. July '11; temporary asst City lib. assn, Springfield, Mass. July-Sept. '12.  
*Present address.* State Library School, Albany, N. Y.
- 628 Mac Nair, Rebecca Sharon.** L. S. 1911-12.  
Glendora, Cal.; Univ. of California, B. A. '07.  
*Present address.* 436 S. Madison av., Pasadena, Cal.
- 629 Martin, Lois.** L. S. 1911-12.  
Hamilton, Mo.; Knox col. '06-'08; Colorado univ. B. A. '10.  
*Present address.* Hamilton, Mo.
- 630 Parsons, Mary Prescott.** L. S. 1911-date.  
Bay City, Mich.; Smith, B. A. '08; student asst Smith col. lib. Apr.-June '08; librñ Mount Hermon (Mass.) sch. lib. Sept. '09-Aug. '11; asst N. Y. S. L. Oct. '12-date.
- 631 Peters, Louise Marie.** L. S. 1911-12.  
Albany, N. Y.; Univ. of California, B. A. '01; Univ. of Colorado, M. A. '05; asst cataloging dept Leland Stanford Junior univ. lib. Aug. '12-date.  
*Present address.* Leland Stanford Junior University Library, Stanford University, Cal.
- 632 Sanborn, Henry Nichols.** L. S. 1911-date.  
Albany, N. Y.; Harvard '97-'99; Dartmouth, B. A. '02; Yale, M. A. '03; Harvard graduate sch. Sept. '06-Jan. '07; asst Dartmouth col. lib. June-Sept. '11.  
*Present address.* State Library School, Albany, N. Y.
- 633 Sherman, Clarence Edgar.** L. S. 1911-12.  
Jamaica, N. Y.; Trinity col. B. S. '11; asst Trinity col. lib., Hartford, Conn. Sept. '09-June '11; asst librñ Amherst col. lib. Sept. '12-date.  
*Present address.* Amherst College Library, Amherst, Mass.
- 634 Stevens, Sara Ethel.** L. S. Oct. 1911-Apr. 1912.  
Alfred, N. Y.; Alfred univ. Ph.B. '07, Ph.M. '11.  
*Present address.* Alfred, N. Y.
- 635 Stiles, Phebe Mildred.** L. S. 1911-12.  
Grand Rapids, Mich.; Western col. for women '03-'04; Univ. of

Michigan, B. A. '07; asst Wisconsin hist. soc. lib., Madison, Jan. '09-Jan. '10; asst Vassar col. lib. Sept. '12-date.

*Present address.* Vassar College Library, Poughkeepsie, N. Y.

**636 Thompson, Elizabeth Hardy.** L. S. 1911-12.

Raymond, N. H.; Smith, B. A. '08; temporary ctlgr Bay City (Mich.) p. l. July '12-date.

*Present address.* Public Library, Bay City, Mich.

**637 Walkley, Raymond Lowrey.** L. S. 1911-date.

Southington, Conn.; Yale, B. A. '09, M. A. '10; asst Yale univ. lib. July-Sept. '11, temporary asst Newark (N. J.) f. p. l. July-Sept. '12.

*Present address.* State Library School, Albany, N. Y.

**638 Weller, Laura Gardiner** (Mrs John N. Dean). L. S. Oct.-Dec. 1911.

Watkins, N. Y.; Syracuse univ. Ph.B. '05; married John Newberry Dean, 26 Feb. '12.

*Present address.* Toronto, Canada.

**639 Willard, Ruth Mary.** L. S. 1911-12.

Grinnell, Ia.; Iowa col. Ph.B. '05; Iowa lib. conn summer sch. for lib. training, Iowa City, '08; asst Grinnell col. lib. Sept. '08-June '11, Sept. '12-date; organizer Cooperstown (N. Y.) high sch. lib. summer '12.

*Present address.* Grinnell College Library, Grinnell, Ia.

**640 Wood, Bertha E.** L. S. 1911-'12.

Dexter, N. Y.; St Lawrence univ. B. S. '03; asst Wesleyan univ. lib., Middletown, Conn., Sept. '12-date.

*Present address.* Wesleyan University, Middletown, Conn.

## RESIDENCE OF STUDENTS BEFORE ENTRANCE, JANUARY 5, 1887-DECEMBER 31, 1911

[illegible]



## PRELIMINARY EDUCATION OF STUDENTS

Even in the early years of the school when college graduation was much less common than at present and students were admitted to the school on entrance examination, a large proportion of those admitted were either college graduates or had completed one or more years of college work. This proportion steadily increased until almost all of the students had more or less college training.

March 1, 1902, the school was formally placed on a graduate basis by vote of the faculty and admission to regular standing limited to graduates of colleges registered by the Regents of the University of the State of New York and later by the State Education Department. This faculty ruling has been adopted by the Education Department and is incorporated in the Regents Revised Rules which define the scope and government of the school as a division of the State Education Department.

474 of the 640 students listed have bachelor's degrees from 115 different colleges and universities. 60 institutions, including the Universities of Berlin, Marburg, Heidelberg and Paris, Newnham College (Cambridge), Columbia University, University of Pennsylvania, Oxford University and the Collège de France are represented by students of one or more years' residence but who have not received degrees from these institutions. 47 institutions have granted either the master's or doctor's degree (or both) to 62 students. In other words, nearly 10 per cent of all matriculated students have graduate degrees. In all, 132 different colleges and universities (exclusive of technical or professional schools) are represented.

Smith College has sent the largest number of any single institution, being represented by 49 persons (including 7 students who took only partial courses); Wellesley comes second with 38 names (including 11 students with partial courses); Vassar, third in total number of representatives, 37 (including 5 students with partial courses), though in number of graduates (32), she is considerably in advance of Wellesley; Cornell with 31 (3 with partial courses and one graduate degree); Harvard with 28 (9 with partial courses and one graduate degree); Michigan with 18 (7 with partial courses); Nebraska with 17 (1 with a partial course); Mt Holyoke with 16 (3 with partial courses); Syracuse with 13 (1 with a partial course).

25 students have attended 16 professional schools other than the State Library School. 13 have attended 6 theological seminaries. 8 have attended 6 law schools and 6 have received degrees. The remaining 4 of the 25 students have the degree M. D., 1 from the Harvard Medical School, 2 from Rush Medical College and 1 from Northwestern University, Evanston, Ill.

In the lists which follow, the classes represented are indicated by abbreviated class numeral, while the numerals in parentheses indicate the number of the student in the list of matriculates on pages 11-95. E. g., "Radcliffe College '02 (305)" indicates that the class of 1902 (N. Y. S. L. S.) had one member (whose record is no. 305 in the list of students) from Radcliffe.

## COLLEGES &amp; UNIVERSITIES REPRESENTED BY BACCALAUREATE DEGREES

	Total
Acadia col. (Wolfville, N. S.) '98(213).....	1
Adelbert col., <i>see</i> Western reserve univ.	
Adelphi col. '01(273, 284) .....	2
Alfred univ. '91 (71); '95(144); '97(190, 196); '13(634).....	5
Allegheny col. '01(270, 295); '07(469); '11(572).....	4
Amherst col. '90(45); '97(185); '04(369); '08(502); '12(590).....	5
Barnard col. '03(359); '08(479); '10(549); '11(575).....	4
Bates col. '89(25) .....	1
Baylor univ. '12(596) .....	1
Berea col. '96(164); '05(413).....	2
Boston univ. '88(8); '07(450); '08(487).....	3
Bowdoin col. '97(184); '01(277); '02(324); '05(417); '07(462); '10(541).....	6
Brown univ. '95(150); '03(360); '04(364, 378); '05(411); '06(430); '09(527); '13(620) .....	8
Bryn Mawr col. '89(36); '00(251); '08(505); '11(558).....	4
Carleton col. '95(158) .....	1
Central Wesleyan col. '01(300).....	1
Colby col. '02(312); '06(426).....	2
Colgate univ. '94(126); '99(220); '01(297); '06(423); '13(610, 611).....	6
Col. of the City of New York '05(419).....	1
Col. of St Elizabeth '13(622).....	1
Col. for Women, Western reserve univ., <i>see</i> Western reserve univ.	
Colorado col. (Colorado Springs) '08(490).....	1
Columbian univ., <i>see</i> George Washington univ.	
Cornell col. (Mt Vernon, Ia.) '01(288).....	1
Cornell univ. '90(53); '93(123); '97(197, 200); '98(203); '00(243, 245, 246, 255, 256, 257, 262); '01(274); '03(352); '04(373); '05(416); '06(435, 444); '07(463); '08(478, 485); '11(568, 571, 573); '13(614, 619).....	26
Dalhousie col. & univ. '03(350).....	1
Dartmouth col. '05(393); '06(445); '13(632).....	3
Denison univ. '07(464); '08(492); '13(618).....	3
De Pauw univ. '00(247).....	1
Drake univ. '11(559, 570).....	2
Drury col. '99(227); '06(427).....	2
Earlham col. '04(388); '07(454); '08(498).....	3
Elmira col. '97(192); '07(449); '08(486); '10(542); '11(574).....	5
Franklin col. '01(292); '04(374).....	2
George Washington univ. (formerly Columbian univ.) '10(551).....	1
Goucher col. (formerly Woman's col. of Baltimore) '98(208); '99(222); '01(293); '08(497, 499); '09(526) .....	6
Grinnell col. (formerly Iowa col.) '12(585); '13(639).....	2
H. Sophie Newcomb memorial col. '08(480); '12(597).....	2
Hamilton col. '03(356); '05(418); '08(494).....	3
Harvard univ. '89(33, 40); '93(106); '94(135); '99(225, 230); '01(276, 294, 296); '02(310, 314, 319, 332); '03(355); '04(380); '05(392, 408).....	17
Haverford col. '06(447) .....	1
Indiana univ. '04(367); '07(470); '12(595).....	3
Iowa col., <i>see</i> Grinnell col.	
Iowa State col. (Iowa Agricultural col.) '91(72); '93(102).....	2
Iowa univ., <i>see</i> State univ. of Iowa.	
John B. Stetson univ. '02(318).....	1

	Total
Keuka col. '09(518) .....	1
Kjöbenhavns universitet '13(626) .....	1
Kongelige Norske Frederiks universitet '03(353); '05(410); '07(459); '11(557); '12(587, 588, 605) .....	7
Lake Erie col. '03(340, 362) .....	2
Lake Forest univ. '98(215); '05(414) .....	2
Leland Stanford Junior univ. '01(278); '02(311, 316, 333); '03(339); '04(371); '07 (452, 461) .....	8
Lenox col. '90(58) .....	1
Lincoln col. '08(477) .....	1
Luther col. '08(483) .....	1
McGill univ. '96(176); '05(415) .....	2
Maine State col., <i>see</i> Univ. of Maine.	
Massachusetts inst. of technology '99(225); '12(583) .....	2
Middlebury col. '94(128); '08(484); '12(604); '13(625) .....	4
Morningside col. '12(608) .....	1
Mount Holyoke '95(141); '98(206); '02(326, 331); '03(338); '04(375, 381); '05(420); '06(429, 440); '09(512); '10(540); '12(594) .....	13
Northwestern univ. (Evanston, Ill.) '92(96); '94(124); '99(219, 234); '00(265); '01 (275) .....	6
Oberlin col. '95(143); '01(271, 290); '07(457) .....	4
Ohio univ. '06(439); '09(528) .....	2
Ohio Wesleyan univ. '00(261); '05(412); '12(606) .....	3
Otterbein univ. '03(336); '11(555); '12(598) .....	3
Pennsylvania col. for women '04(365, 377) .....	2
Pomona col. '07(472); '08(481); '09(511) .....	3
Princeton univ. '96(169); '00(252) .....	2
Purdue univ. '88(15); '93(101) .....	2
Radcliffe col. '02(305); '04(372); '05(421); '10(550) .....	4
Rhode Island state col. (Rhode Island col. of agriculture and mechanic arts) '10(539).	1
Ripon col. '11(563) .....	1
Rutgers col. '05(422) .....	1
St Elizabeth <i>see</i> College of St Elizabeth.	
St Lawrence univ. '09(510); '13(640) .....	2
Smith col. '88(12, 19); '89(26); '90(52); '95(148); '96(178); '97(187, 193); '98(211, 214); '01(280, 282); '02(317, 321, 328, 334); '04(370, 389); '05(396, 398, 399, 401, 403); '06(432, 433, 434, 436); '07(453); '08(495, 501, 504); '09(523); '10(538); '11(561, 564, 566); '12(577, 586, 589); '13(624, 631, 636) .....	42
State univ. of Iowa '08(503); '09(514); '10(547) .....	3
Swarthmore col. '97(182) .....	1
Syracuse univ. '89(27); '92(90); '00(264); '03(337, 349); '06(437); '07(456, 468, 474); '09(515); '11(560); '13(638) .....	12
Trinity col. (Hartford, Conn.) '13(633) .....	1
Trinity col. (Washington, D. C.) '10(532) .....	1
Tufts col. '94(136) .....	1
Union univ. '02(315); '06(443); '09(516) .....	3
Univ. of Arkansas '07(458) .....	1
Univ. of California '04(390); '12(599); '13(628, 631) .....	4
Univ. of Chicago '91(73); '00(259); '03(347); '11(565); '12(581) .....	5
Univ. of Kristiania, <i>See</i> Kongelige Norske Frederiks Universitet.	
Univ. of Cincinnati '03(342) .....	1
Univ. of Colorado '13(629) .....	1
Univ. of Copenhagen, <i>see</i> Kjöbenhavns Universitet.	
Univ. of Denver '98(210) .....	1
Univ. of Illinois '96(165); '04(381); '05(409); '10(536, 539) .....	5

	Total
Univ. of Kansas '06(428) .....	1
Univ. of Maine (formerly Maine State College) '88(7).....	1
Univ. of Michigan '94(138); '95(140); '00(267); '02(302, 306); '05(394, 402); '06 (425, 431); '08(493); '13(635).....	11
Univ. of Minnesota '03(363); '05(406); '07(467); '10(537, 552); '11(556); '12(584, 603) .....	8
Univ. of Missouri '09(509) .....	1
Univ. of Nebraska '92(91); '94(125); '00(248, 258); '01(287); '02(309, 322); '05 (395, 397); '06(441); '07(451); '09(508, 519); '10(534, 546); '13(613).....	16
Univ. of Oklahoma '03(345); '09(521).....	2
Univ. of Oregon '07(465) .....	1
Univ. of Pittsburgh (formerly University of Western Pennsylvania) '13(617).....	1
Univ. of Rochester '89(29); '95(142); '01(281); '07(448).....	4
Univ. of Texas '09(524) .....	1
Univ. of Utah '06(442) .....	1
Univ. of Vermont, '98(209); '04(387); '05(391); '08(507); '12(582).....	5
Univ. of Western Pennsylvania, <i>see</i> Univ. of Pittsburgh.	
Univ. of Wisconsin '00(263); '01(285); '05(400, 404); '10(530, 543); '11(554, 562); '13(616) .....	9
Univ. of Wooster '08(496); '09(520) .....	2
Vassar col. '88(21); '90(65); '93(119); '97(179, 198); '99(228, 235); '00(238, 266); '01(286); '02(303, 307, 313); '03(344, 354); '05(407); '06(424); '07(455, 460, 466, 471); '08(476, 482, 489, 500, 506); '10(533); '11(569); '12(579, 580, 607); '13(615) .....	32
Wabash col. '92(82) .....	1
Washburn col. '02(327) .....	1
Washington state col. (Washington state agricultural col. '05(395).....	1
Washington univ. '12(592) .....	1
Wellesley col. '90(48); '92(92); '95(139, 153); '96(163, 175); '97(195); '98(212); '99(223); '00(237, 269); '01(289, 299); '02(308); '03(346, 357); '06(438, 446); '08 (491); '09(517, 522); '10(531, 548, 553); '12(591, 593, 602).....	27
Wells col. '12(578); '13(609).....	2
Wesleyan univ. '01(272); '04(385, 386); '09(525); '10(535); '12(601); '13(623, 627) ..	8
West Virginia univ. '10(529) .....	1
Western col. for women (Oxford, O.) '02(320); '07(464).....	2
Western Reserve univ., '98(216); '00(236); '01(298); '02(304); '03(361); '04(382, 384); '07(473); '10(545).....	9
Westminster col. '10(544).....	1
Whitman col. '09(513); '13(612, 621).....	3
Williams col. '00(242); '02(323).....	2
Wilson col. '03(348); '05(405).....	2
Woman's col. of Baltimore, <i>see</i> Goucher col.	
Yale univ. '91(70); '92(88); '00(249); '08(488); '13(637).....	5

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## COLLEGES REPRESENTED BY GRADUATE DEGREES

	Total
Alfred univ. '91(71); '95(144); '97(196); '13(634).....	4
Amherst col. '97(185).....	1
Bates col. '89(25).....	1
Boston univ. '06(427).....	1
Bowdoin col. '05(417); '07(462).....	2
Brown univ. '06(430); '09(527).....	2
Bryn Mawr col. '00(251).....	1



	Total
Central Wesleyan col. '01(300).....	1
Clark univ. '10 (529).....	1
Colgate univ. '94(126).....	1
Columbia univ. '08(479) .....	1
Columbian univ., <i>see</i> George Washington univ.	
Cornell univ. '12(578).....	1
Dalhousie col. & univ. '03(350).....	1
George Washington univ. (formerly Columbian univ.) '98(216).....	1
Hamilton col. '03(356); '05(418).....	2
Harvard univ. '99(225); '01(276); '02(332); '05(417); '13(620).....	5
Haverford col. '06(447).....	1
Hiram col. '05(395).....	1
Kjöbenhavn universitet '13(626).....	1
Kongelige Norske Frederiks universitet '12(587, 605).....	2
Lenox col. '90(58).....	1
McGill univ. '05(415).....	1
Maine state col., <i>see</i> Univ. of Maine.	
Middlebury col. '94(128) .....	1
Northwestern univ. (Evanston, Ill.) '92(96).....	1
Ohio univ. '06(439) .....	1
Otterbein univ. '12(598).....	1
Pritchett col. '02(325) .....	1
Radcliffe col. '02(334).....	1
Rutgers col. '05(422).....	1
Smith col. '88(12); '89(26).....	2
Syracuse univ. '00(264).....	1
Univ. of Chicago '01(290) .....	1
Univ. of Kristiania, <i>see</i> Kongelige Norske Frederiks universitet.	
Univ. of Colorado '13(631) .....	1
Univ. of Copenhagen, <i>see</i> Kjöbenhavn universitet.	
Univ. of Illinois '92(96).....	1
Univ. of Maine (formerly Maine State College) '88(7).....	1
Univ. of Minnesota '03(363) .....	1
Univ. of Nebraska '02(309, 322).....	2
Univ. of Oklahoma '03(345) .....	1
Univ. of Rochester '89(29) .....	1
Univ. of Texas '08(480) .....	1
Univ. of Washington '06(435) .....	1
Wabash col. '92(82).....	1
Wesleyan univ. '01(272).....	1
Western Reserve univ., (Adelbert col.) '00 (236).....	1
Westminster col. '10(544).....	1
Whitman col. '09(513) .....	1
Yale univ. '92(88); '13(632, 637).....	3

## PROFESSIONAL SCHOOLS REPRESENTED

Andover theological sem. '05(417) grad.....	1
Auburn theological sem. '89(33) grad.; '08(494).....	2
Chicago-Kent col. of law '89(44) LL.B.....	1
Columbia univ., sch. of law '04(366).....	1
Cornell univ., sch. of law '11(567) LL.B.....	1
Detroit col. of law '11(569).....	1
George Washington univ. law sch. '03(343) M.P.L.....	1

	Total
Harvard univ., divinity sch. '01(276) B.D.....	1
Harvard univ., medical sch. '05(411) M.D.....	1
Newton theological institution '94(126) grad.....	1
Northwestern univ., medical sch. '89(44) M.D.....	1
Union theological sem. '92(88) grad.; '96(164); '05(422) grad.....	3
Union univ., law dept, Albany law sch. '98(203) LL.B.; '02(315) LL.B.....	2
Univ. of Chicago, Rush medical col. '93 (123) M.D.; '08(483) M.D.....	2
Washington col. of law '03(343) LL.B.....	1
Yale univ., divinity sch. '89(33); '00(236); '05(417, 418); '06(427) B.D.....	5

25

## POSITIONS

During the period from January 5, 1887 to December 31, 1911 a total of 2131 positions held by students of the school is recorded. 825 of these were in New York State—by far the largest number filled in any one state. Next in order by number of positions held are Massachusetts with 215, Pennsylvania with 144, the District of Columbia with 110 and Illinois with 106. In all, 39 states are represented. 20 positions have been filled in 6 foreign countries. It is significant that several of the states not on the list are states in which library work has not yet excited much public interest or received adequate public support.

The positions held include libraries of all sizes and character. 40 of the 50 cities of the United States with a population of 100,000 or over are on the list. In 13 of them, former students are, or have been chief librarians. 24 of them are at present at the head of libraries in cities of from 25,000 to 100,000 population. On the other hand, as secretaries or field workers in 14 state library commissions and as organizers or librarians of very small libraries, the school, through its students, has influenced library work in its simplest forms. Students have served on the staff of nearly 50 colleges and universities and have been librarians of more than 30. Many special libraries, governmental and others are among the institutions represented. In its own particular field, that of instruction in library methods, the school numbers on its rolls, the heads, past and present, of 8 library schools and it is or has been represented on the faculty of 11 of the 12 regular schools.

640 students have matriculated. Of these 501 have been women and 139 men. 31 of these (25 women and 6 men) have died. Including as no longer in library work several cases in which the school has no information to the contrary, only 161 women (including 74 who have married) and 37 men of the 611 regular students still living who have attended the school, even for a short period, are not in library work at the date of this writing. Any professional school which, at the end of a quarter-century can show that 68 per cent of all the women and 73 per cent of all the men whom it has trained are still in the line of work for which they were trained must, to show such results, train for a profession which has many inherent attractions. Were the rather considerable number of both men and women who are allied to library work as library trustees, editors and occasional library workers or who, from illness or for family reasons, are only temporarily out of the work to be included, the percentage would be perceptibly increased.

POSITIONS FILLED IN DIFFERENT STATES AND COUNTRIES  
JANUARY 5, 1887-DECEMBER 31, 1912

California	59	North Dakota	2
Colorado	6	Ohio	93
Connecticut	68	Oklahoma	2
Delaware	6	Oregon	12
Dist. of Columbia	110	Pennsylvania	144
Florida	3	Rhode Island	30
Georgia	4	South Dakota	1
Illinois	106	Tennessee	11
Indiana	46	Texas	17
Iowa	41	Utah	1
Kansas	6	Vermont	25
Kentucky	8	Virginia	9
Maine	27	Washington	24
Maryland	2	West Virginia	7
Massachusetts	215	Wisconsin	35
Michigan	29		
Minnesota	11	Australia	1
Missouri	23	Burma	1
Montana	6	Canada	12
Nebraska	25	France	2
New Hampshire	14	Norway	3
New Jersey	56	Scotland	1
New York	825		—
North Carolina	2		2131

NECROLOGY

1888			
Bonnell, Kate .....	7 Sept.	1890	
Burgess, Harriet P.....	7 Feb.	1896	
Denio, Lilian .....	1 June	1901	
Griswold, Harriet Sherman.....	2 Feb.	1889	
1889			
Cutler, Louisa Salome.....	2 Aug.	1895	
Knapp, August .....	22 May	1900	
Lupton, Mrs Isabella Rebecca (Marsee).....	22 Sept.	1895	
1890			
Harvey, Elizabeth .....	10 July	1909	
Trask, Mrs Rhoda Jeanette.....	5 June	1890	
1891			
Kroeger, Alice Bertha.....	31 Oct.	1909	
1892			
Macky, Bessie Rutherford.....	4 Apr.	1896	
1893			
Baker, Bessie .....	28 Oct.	1899	
Reynolds, Rose Ewell.....	10 Sept.	1893	
Rice, Helen Ware.....	28 Nov.	1897	

1894		
Dean, Leonard J.....	Aug.	1911
Gibson, Irene .....	9 July	1911
Vandersluis, Daniel Oswald.....	10 Mar.	1894
1896		
Biscoe, Ellen Dodge.....	29 Jan.	1912
1897		
Iles, Constance Hurford.....	15 Mar.	1903
1898		
Sherill, Cecilia Adelaide.....	2 Feb.	1903
Williams, Hugh .....	18 Aug.	1902
Wilson, Ellen Summers.....	6 Nov.	1904
1899		
Lane, Lucius Page.....	29 May	1903
1900		
Baker, <i>Mrs</i> Catherine Dix (Paddock).....	11 July	1906
Case, <i>Mrs</i> Caroline Edith (Holcomb).....	Oct.	1911
McKnight, Herbert .....	9 Sept.	1906
Phellis, Nellie Abigail.....	14 Nov.	1899
1901		
Nutting, Gertrude Belle.....	29 Dec.	1906
1903		
Greene, Elizabeth Elma Harrington.....	2 Dec.	1904
1908		
Tunbridge, Helen Elizabeth.....	20 Sept.	1909
1909		
Field, Agnes Jeannette.....	18 Nov.	1908

### SUMMER COURSE

Thirteen summer sessions have been held, beginning with July 1896 and ending with the session of June 1-July 13, 1910. The session of 1906 was omitted on account of the resignation of Mrs Fairchild, while the destruction of the State Library in 1911 and the delay in finishing the State Education Building prevented any summer courses in the summers of 1911 and 1912.

As the six weeks' summer course is intended to be of service only to actual library workers who, for good reasons, can not take a more extended course of training, and as there are practically no entrance requirements, the residences, positions and other professional information about summer students have not been included in the summaries and statistics of the main list. Three states, not on the list of those from which students in the regular course have come: (Alabama, Georgia and Virginia) have been represented in the summer school.

In all, there have been 301 different students in the summer courses. Ten of these have been in attendance at more than one session and 4 have afterward matriculated as students in the regular course. A list of the summer students with their addresses and positions at the time they attended the school is given below.

## STUDENTS IN SUMMER COURSES, 1896-1910

## Session of 1896, July 7-August 10

- 1 Bartlett, Louise Leffingwell; librn St Johnsbury (Vt.) Athenaeum.
- 2 Blodgett, Helen M.; librn Yonkers (N. Y.) p. 1.
- 3 Busck, Amalie; librn N. Y. state pathological inst., New York City.
- 4 Clark, Emma Kirkland; librn Elmira (N. Y.) col. 4 weeks.
- 5 Corwin, Belle; general asst New York univ. lib.
- 6 Craven, Jeannette; asst Sacred Heart acad. lib., Albany, N. Y.
- 7 Cummings, Alice Twiss; ctlgr Hartford (Conn.) p. 1.
- 8 Dowler, Luella Clara; 1st asst James Prendergast f. l., Jamestown, N. Y.
- 9 Dowling, Mrs Katherine Josephine (Sharpe); librn Central lib., Rochester, N. Y.
- 10 Goodrich, Mary Eugenia; librn State normal training sch., New Britain, Conn.
- 11 Herron, Leonora Epes; librn Hampton (Va.) normal & agric. inst.
- 12 MacDonald, Anna Addams; asst Pennsylvania state col. lib., State College, Pa.
- 13 McNeill, Anna Douglas; Albany, N. Y.
- 14 Miller, Anna Battelle; asst St Agnes f. l., New York City. 4 weeks.
- 15 Newell, Margaret Farrington; librn Talcott lib., Northfield (Mass.) sem.
- 16 Nichols, Sarah Bass; librn Calais (Me.) f. l.
- 17 Nutting, George Edward; 1st asst Fitchburg (Mass.) p. 1.
- 18 Onuf, Marie; archivist N. Y. state pathological inst., New York City.
- 19 Staude, Clara Edith; librn Troy (N. Y.) children's neighborhood lib.
- 20 Swan, Elizabeth Day; librn Purdue univ., Lafayette, Ind.
- 21 Wood, Ella Sites; librn Lancaster (Mass.) town lib.

## Session of 1898, May 30-July 1

- 22 Boardman, Alice; asst librn Ohio state lib.
- 23 Bragg, Josephine Tyler; asst Worcester (Mass.) f. p. 1.
- 24 Calloway, Mrs Lettie (Nolen); librn Tuskegee (Ala.) inst.
- 25 Duckworth, Jessamine Ethel; Worcester, Mass.
- 26 Farley, Caroline A.; librn Radcliffe col.
- 27 Henry, Laura Bell; asst librn Johnstown (N. Y.) p. 1.
- 28 Hewitt, Edna; asst Mt Vernon (N. Y.) p. 1.
- 29 Hoagland, Merica; Vassar '75-'76; sec. lib. com., Fort Wayne (Ind.) p. 1.
- 30 Horton, Mary Augusta; librn Katonah (N. Y.) village improvement assn.
- 31 Hutchins, Frank Waldo; ctlgr Ogdensburg (N. Y.) p. 1.
- 32 Lapham, Alice Maud; Brooklyn, N. Y.; Smith '85-'86; Univ. of Michigan '86-'87, Feb. '93-June '94; L. S. '91-'92. *Partial work.*
- 33 Murray, Julia Frances; Wallingford, Pa. 4 weeks.
- 34 Palmer, Jessie May; Alfred univ. '97-'98; asst Alfred univ. lib.
- 35 Poole, Marie Brooks; New York City.
- 36 Thornburg, Jennie; Cornell, B. L. '93; asst Cornell univ. lib.

**Session of 1899, May 23-July 3**

- 37 Biddle, Harriet; Boston univ. B. A. '82; asst Boston soc. of natural history. *4 weeks.*
- 38 Boardman, Esther Elizabeth; librn Hendrick Hudson f. l., Hudson, N. Y.
- 39 Brower, Jane; librn Albany (N. Y.) f. l.
- 40 Candage, Phebe Teresa; asst Brookline (Mass.) p. l.
- 41 Carpenter, Florence Russell; librn Union settlement, New York City. *5 weeks.*
- 42 Fitzgerald, Eva Mary; ex-asst Indiana state lib. *4 weeks.*
- 43 Girton, Jennie; asst Waterloo (Ia.) f. p. l. *4 weeks.*
- 44 Hartmann, Lilla Henrietta; Univ. of Cincinnati, B. L. '97; asst Univ. of Cincinnati lib.
- 45 Johnson, Kate Peninnah; asst John Crerar lib., Chicago.
- 46 Lounsbury, Henrietta; L. S. '91-'92; indexer & ctldr Hudson River state hospital, Poughkeepsie, N. Y. *Partial work.*
- 47 McGahan, Julia Frances; librn Troy (N. Y.) high sch. lib.
- 48 Martin, Mary Parthenia; librn Canton (O.) p. l. assn.
- 49 Mercer, Martha; librn Mansfield (O.) mem. lib. assn.
- 50 Merchant, Rena; librn Saratoga Springs (N. Y.) p. l.
- 51 Meyer, Aida Elizabeth; asst Erie (Pa.) p. l.
- 52 Nelson, Peter; Union, B. A. '98; acting librn Union univ.
- 53 Skinner, Elizabeth Marshall; asst Bay Ridge branch, Brooklyn p. l.
- 54 Torrey, Clarence Almon; Cornell col., Mt Vernon, Ia. Ph. B. '90; Univ. of Chicago '92-'93; inspector departmental lib., Univ. of Chicago.
- 55 Van O'Linda, Mary Guest; Watervliet, N. Y.
- 56 Yust, William Frederick; Central Wesleyan univ., Warrenton, Mo. B. A. '93, M. A. '98; Univ. of Chicago '94-'99; asst Univ. of Chicago lib.

**Session of 1900, May 31-July 11**

- 57 Allen, Jessie; asst Indianapolis p. l. *Partial work.*
- 58 Arrison, Mary Amanda; librn Oxford (N. Y.) mem. lib.
- 59 Belding, Mrs Ellinor (Frost); asst Adriance mem. lib., Poughkeepsie, N. Y.
- 60 Brown, Eurydice Ames; asst Jamestown (N. Y.) high sch. lib.
- 61 Burrage, Alice; asst West Newton branch, Newton (Mass.) f. l.
- 62 Clark, Mrs Jennie (Coe), (Mrs Howard Russell Moore); librn Amsterdam (N. Y.) f. l.
- 63 Cooney, Alice Elizabeth; asst Coxsackie (N. Y.) high sch. lib.
- 64 Cummings, Charles Lowden; asst Carnegie lib., Braddock, Pa.
- 65 Dean, Mary Bunn; asst Amsterdam (N. Y.) f. l.
- 66 Drury, Francis Keese Wynkoop; Rutgers, B. A. '98; asst Gardner A. Sage lib., Theol. sem, New Brunswick, N. J.
- 67 Dunton, Charlotte Augusta; ex-librn North Adams (Mass.) p. l. *4 weeks.*
- 68 Duval, Linda May; Ohio Wesleyan univ. B. L. '79; asst Ohio Wesleyan univ. lib.
- 69 Erwin, Mrs Julia (Gazeley); librn Painesville (O.) p. l.

- 70 Evans, George Hill; Dartmouth, B. L. '99; asst Dartmouth col. lib.
- 71 Freeman, Marilla Waite; Univ. of Chicago, Ph. B. '97; librn Michigan City (Ind.) p. 1.
- 72 Hawkins, Eleanor Elizabeth; asst Buffalo p. 1.
- 73 Horton, Antoinette Silkman; asst Katonah (N. Y.) village improvement assn lib.
- 74 Monchow, Carrie Mavis; librn Brooks mem. lib., Dunkirk, N. Y.
- 75 Peyma, Charlotte Jetska van (*Mrs* I. H. Vrooman); asst Buffalo p. 1.
- 76 Piehl, Emma Wilhelmine; asst Patterson lib., Westfield, N. Y.
- 77 Quidor, Emma Jane; librn Palisades (N. Y.) lib. *Partial work.*
- 78 Smiley, Annette L.; asst Y. M. C. A. lib., New York City.
- 79 Thomas, Anna Belle; asst Reuben McMillan f. l. Youngstown, O.
- 80 Treder, Oscar Frederick Rudolph; librn St Stephen's col., Annandale, N. Y. *Partial work.*
- 81 Wilde, Alice; asst Washington Heights branch, New York p. 1.
- 82 Wilkerson, Elizabeth Brinkley (*Mrs* Thomas Russell Sill); Vassar, B. A. '98; asst Cossitt lib., Memphis, Tenn.
- 83 Wilkes, Edna Major; librn Brewster (N. Y.) p. 1.
- 84 Wood, Mildred Cooper; librn Woodland branch, Cleveland p. 1.

#### Session of 1901, May 31-July 11

- 85 Baker, Gertrude Alexander; librn Mount Vernon (O.) p. 1. *5 weeks.*
- 86 Blunt, Florence Tolman; Mt Holyoke, B. L. '96, B. A. '99; asst Haverhill (Mass.) p. 1.
- 87 Bonté, Frances Storer; asst Univ. of California lib.
- 88 Buchwald, Isabella Caroline; asst Cleveland p. 1.
- 89 Cochran, Alice Augusta; librn West Chester (Pa.) state normal sch. *3 weeks.*
- 90 Crocker, Alice Morgan; charge of periodicals & binding Hartford (Conn.) p. 1.
- 91 Deighton, Mary Frances; asst West Side branch, Cleveland p. 1.
- 92 Dutcher, Marion Flagler; asst Adriaance mem. lib., Poughkeepsie, N. Y.
- 93 France, Mary Grace; substitute asst librn Johnstown (N. Y.) lib.
- 94 Greene, Lavinia Elvira; librn for summer months, Haines Falls (N. Y.) f. l. *4 weeks. Partial work.*
- 95 Gymer, Rose Charter; asst Cleveland p. 1.
- 96 Hanna, Augusta Priscilla; asst librn Canandaigua (N. Y.) acad. lib. *3 weeks.*
- 97 Henley, Daisy; Indiana univ. '94; Wisconsin f. l. comm summer sch. of lib. sci. '00; asst librn Wabash (Ind.) p. 1.
- 98 McLachlan, Nancy Caldwell; asst Fort Wayne (Ind.) p. 1. *4 weeks.*
- 99 Marple, Alice; Illinois Wesleyan univ. '80-82; asst Des Moines (Ia.) p. 1.
- 100 Parker, Bertha W.; Des Moines (Ia.) col.; asst Des Moines p. 1.
- 101 Selden, Elisabeth Canfield; 1st asst librn Duluth (Minn.) p. 1.
- 102 Stonehouse, Mary Elizabeth; asst Y. M. A. lib., Albany, N. Y. *Partial work.*
- 103 Walsh, Augusta Berchman; librn Pine Hills branch, Albany (N. Y.) f. l.
- 104 Wheeler, Jessie F.; Vassar, B. A. '82; asst librn Mechanicsville (N. Y.) pub. sch. lib.

## Session of 1902, June 3-July 11

- 105 Birtwell, Frances Margaret; 1st asst Harvard divinity sch. lib. '88-'01.  
*2 weeks.*
- 106 Bogert, Julia Thomas; Evelyn, B. A. '97; asst St Agnes branch, New York p. 1.
- 107 Boss, Helen Hutchinson; asst Y. M. A. lib., Albany, N. Y.
- 108 Brown, Ralph Minthorne; Brooklyn polytechnic inst. '96-'97; Cornell, B. A. '01; librn Flower mem. lib., Veterinary col., Cornell univ.
- 109 Clark, Sarah M.; Packer collegiate inst.; asst Richards lib., Warrensburg, N. Y.
- 110 Cochran, Jennie Owen; Hampton col., Louisville, Ky. '88-'89; asst librn Polytechnic soc., Louisville.
- 111 Davis, Mary Isabel; asst circ. dept, Cleveland p. 1.
- 112 Deevey, Edward S.; asst Albany (N. Y.) f. 1.
- 113 Doolittle, Hattie Amanda; librn Williams f. 1., Beaverdam, Wis.
- 114 Forbes, Mary Lamanda; asst Jamestown (N. Y.) high sch. lib.
- 115 Greene, Ethel Mary; substitute asst Herkimer (N. Y.) f. 1.
- 116 Harper, William; Albion, B. A. '70, M. A. '73; Ludwig-Maximilians univ. '72-'75; supt & librn Poppenhusen inst., New York City.
- 117 Kelley, Mrs Pearl (Williams); Huntsville Female col., B. A. '89; asst Vanderbilt univ. lib., Nashville, Tenn.
- 118 Langdon, Amelia Emeline; ctgr's asst circ. dept New York p. 1.
- 119 Langdon, Grace Taylor; asst Muhlenberg branch, New York p. 1.
- 120 Mastin, Alice; librn Millbrook (N. Y.) f. 1.
- 121 Morrell, Mary; Wells col. '68-'70; asst librn Aurora (N. Y.) p. 1.
- 122 Munger, Alice Dorothy; asst Herkimer (N. Y.) f. 1.
- 123 Penfield, Augusta Eleanor; asst Jamestown (N. Y.) high sch. lib.
- 124 Perkins, Ellen Fairfield; ctgr's asst circ. dept New York p. 1.
- 125 Povey, Grace Emma; asst New London (Conn.) p. 1.
- 126 Rosen, Anna Hulda; librn Young men's Hebrew assn, New York City.
- 127 Schaub, Emma; ctgr Columbus (O.) pub. sch. lib.
- 128 Slater, Alice; 1st asst Bond St. branch, New York p. 1.
- 129 Snyder, Elvira Lorraine Foster; asst Bond St. branch, New York p. 1.
- (102) Stonehouse, Mary Elizabeth; asst Y. M. A. lib., Albany, N. Y.  
*Partial work.*
- 130 Surratt, John Edward; Baylor univ., Waco, Tex. '98-; joint librn Baylor univ. lib.
- 131 Surratt, Odo; Baylor univ., Waco, Tex. '98-; joint librn Baylor univ. lib.
- 132 Tompkins, Josephine; asst St Agnes branch, New York p. 1.
- 133 Townsend, Adelaide Munson; asst Brooklyn p. 1.
- 134 Van Zandt, Ethel Jean (Mrs Clinton B. Hawn); asst Pruyn lib., Albany, N. Y. *4 weeks. Partial work.*
- 135 Walker, Evelyn Harriet; librn All Souls lib., Chicago.
- 136 Whitaker, Mabel Holbrook; asst Fulton (N. Y.) p. 1.



## Session of 1903, May 20-June 30

- 137 Bartlett, Walter Loring; Newburyport, Mass. Harvard, B. A. '92; Harvard law sch. '92-'93.
- 138 Brintnall, Anna; general librn Watertown (N. Y.) Athenaeum.
- 139 Burns, Isabella Sutherland; Smith '97-'98; apprentice James Prendergast f. l., Jamestown, N. Y.
- 140 Clark, Sarah M.; Packer collegiate inst.; asst Richards lib., Warrensburg, N. Y.
- 141 Coit, Fanny Learned; asst New London (Conn.) p. l.  
(92) Dutcher, Marion Flagler; ctlgr Adriance mem. lib., Poughkeepsie, N. Y.
- 142 Guthrie, Anna Lorraine; Univ. of Minnesota, B. A. '92; asst Univ. of Minnesota lib.
- 143 Hart, Mildred; ctlgr & ref. librn Grant univ., Chattanooga, Tenn.
- 144 Heughes, Mary Gertrude; Rochester, N. Y.; Cornell, B. A. '02.
- 145 Johnston, Ursula K.; apprentice Binghamton (N. Y.) city sch. lib.
- 146 Malone, Marcella; New York univ. law sch., LL.B. '96; asst Ottendorfer branch, New York p. l.
- 147 Mathews, *Mrs* Jessie Frances (Holmes); New York City; Drury, Ph.B. '83; Wellesley '88-'89.
- 148 Reinecke, Clara M.; graduate Packer collegiate inst. '74; asst Book order dept, Brooklyn p. l.  
(102) Stonehouse, Mary Elizabeth; asst Y. M. A. lib., Albany, N. Y.
- 149 Streeter, Kate; Johnstown, N. Y.; Vassar B. A. '88.
- 150 Thayer, Sarah Elma; student, Plainfield (N. J.) p. l.
- 151 Thurston, Mary Davis; librn Leicester (Mass.) p. l.
- 152 Tuttle, Anna Seeley; Vassar, B. A. '99; Univ. of Virginia, Charlottesville, Va.; ctlgr Enoch Pratt f. l., Baltimore, Md.
- 153 Wright, Harriet Sabra; Mt Holyoke '99-'00; asst New Britain (Conn.) inst. lib.
- 154 Yeomans, Ruth; Carleton col. '96-'97; 1st asst Danville (Ill.) p. l.

## Session of 1904, May 19-June 30

- 155 Davison, Carolina Virginia; asst catalog dept Enoch Pratt f. l., Baltimore, Md.
- 156 Eldred, Helena; Vassar '01-'03; asst librn Battle Creek (Mich.) p. l.
- 157 Flattery, Amanda Moore; Detroit, Mich.; Wooster, B. A. '77.
- (145) Johnston, Ursula K.; temporary asst Binghamton (N. Y.) city sch. lib.
- 158 Lidgerwood, Ethel; asst circ. dept Montague branch, Brooklyn p. l.
- 159 McKnight, Grace Marion; asst Cohoes (N. Y.) pub. sch. lib.
- 160 Meyer, Emma; librn Delphi (Ind.) p. l.
- 161 Minor, *Mrs* Kate (Pleasants); asst Virginia state lib.
- 162 Otis, Mabel Louise Mary; ctlgr Williamsburg branch, Brooklyn p. l.
- 163 Peckham, Mary Cogswell; asst Jamestown (N. Y.) high sch. lib.
- 164 Prentiss, Mabel Emerton (*Mrs* Donald R. Green); librn Pomona (Cal.) p. l.
- 165 Price, Carrie Rush; asst Jamestown (N. Y.) high sch. lib.
- 166 Reed, Elsie M.; general asst Bedford branch, Brooklyn p. l.
- (134) Van Zandt, Ethel Jean (*Mrs* Clinton B. Hawn); asst Pruyn lib., Albany, N. Y.
- 167 Vaughn, Lelia M.; librn Schuylerville (N. Y.) f. l. 5 weeks.

**Session of 1905, May 18-June 30**

- 168 Amos, Emma Lenora; Monroe, B. A. '76; librn Monroe col. lib., Forsyth, Ga.  
169 Brooks, Lizzie Edna; ref. librn Cambridge (Mass.) p. 1.  
170 Brooks, Maud Diana; Olean, N. Y.  
(131) Surratt, Odo; Baylor univ. Ph.B. '04; joint librn Baylor univ. lib., Waco, Tex.  
171 Van Gaasbeek, Florence Morgan; asst Mt Vernon (N. Y.) p. 1.

**Session of 1907, June 5-July 17**

- 172 Barrows, Grace A.; general asst Jamestown (N. Y.) high sch. lib.  
173 Bishop, Marion; librn Schuylerville (N. Y.) f. 1.  
174 Boothe, Carrie St. John; asst Bond St. branch, New York p. 1.  
175 Buttler, Robert Van Arsdale; asst librn Rutgers col. lib., New Brunswick, N. J.  
176 Caird, Ada Elizabeth; general asst New York p. 1.  
177 Charles, Adrienne Bruton; asst circ. dept New York p. 1.  
178 Cook, William T.; under appointment to Y. M. C. A. lib., Albany, N. Y.  
179 Denton, Louise; librn Oyster Bay (N. Y.) p. 1.  
180 Dixon, Edna Adelia; asst New York p. 1.  
181 Estwick, Lillian May; general asst Webster branch, New York p. 1.  
182 Evans, Sarah Maud; asst Muhlenberg branch, New York p. 1.  
183 Foshay, Florence Elizabeth; asst New York p. 1.  
184 Fouts, Elwood Leigh; 1st asst Baylor univ. lib., Waco, Tex.  
185 Hagerty, Nan; asst New York p. 1.  
186 Haines, Jessie Mary; librn Polytechnic preparatory sch. lib., Brooklyn, N. Y.  
187 Haugh, Irene Elizabeth; asst St George branch, New York p. 1.  
188 Ivimey, Faith E.; asst circ. dept New York p. 1.  
189 Jamison, Julia; asst Carnegie lib., Nashville, Tenn.  
190 Knight, Jennie L.; librn in charge Clark col. lib., Worcester, Mass.  
191 McCann, Mary; asst Pruyn lib., Albany, N. Y.  
192 McDowell, Ruth M.; asst Olean (N. Y.) p. 1.  
193 McGann Margaret Agnes; asst Richards lib., Warrensburg, N. Y.  
194 Martin, Mabelle Alice; asst Jamestown (N. Y.) high sch. lib.  
195 Meulendyke, Marie J.; librn King's Daughters' f. 1.; Palmyra, N. Y.  
196 Miller, Mary C.; asst New York p. 1.  
197 Mudge, Helen Louise; asst Olean (N. Y.) p. 1.  
198 Niles, Mary West; librn Hay mem. lib., Sackett Harbor, N. Y.  
199 Power, Leonore G.; asst Harlem lib. branch, New York p. 1.  
200 Robinson, Elizabeth P., asst Schenectady (N. Y.) p. 1.  
201 Rockwood, Eunice Louise; 1st asst Olean (N. Y.) p. 1.  
202 Scharfenberg, Mary Margaret; librn Brewster (N. Y.) lib.  
203 Stevenson, Luella M.; asst ref. librn Carnegie f. 1., Braddock, Pa.  
204 Thorne, Katharene Rogers; general asst New York p. 1.  
205 Twichell, Julia E.; asst Mem. Hall lib., Andover, Mass.  
206 Ulrich, Carolyn Farquhar; jr asst Brooklyn (N. Y.) p. 1.

- 207 Van Benschoten, Margaret Morgan; jr asst Williamsburgh branch, Brooklyn, p. 1.  
 208 Wiernik, Bertha; asst Brownsville branch, Brooklyn p. 1.  
 209 Yetman, Grace H.; asst Tottenville branch, New York p. 1.

### Session of 1908, June 3-July 15

#### *Full course*

- 210 Andrews, Clara; asst Olean (N. Y.) p. 1.  
 211 Barker, Jessie C.; branch librn Queens Borough p. 1., Long Island City.  
 212 Bischof, Mildred Louise; asst Webster branch, New York p. 1.  
 213 Boyle, *Mrs* Ellen Bullard; asst Steele mem. lib., Elmira, N. Y.  
 214 Brainerd, Mary Beale; desk clerk circ. dept Seattle p. 1.  
 215 Cheney, Nellie Mae; asst Ilion (N. Y.) p. 1.  
 216 Cornell, Agnes Williams; general asst Trenton (N. J.) p. 1.  
 217 Crawford, Caddie; 1st asst Lyceum & Carnegie lib., Houston, Tex.  
 218 Davidson, Anna B.; general asst Y. M. A. lib., Albany, N. Y.  
 219 Gates, Edith M.; sr asst circ. dept, Worcester p. 1.  
 220 Grannis, Helen Margaret; asst Muhlenberg branch, New York p. 1.  
 221 Hamilton, Janet McQueen; asst Schenectady (N. Y.) p. 1.  
 222 Hurlbut, Claire Almyra; special asst State normal sch. lib., Oneonta, N. Y.  
 223 Lacy, Mary Goodwin; librn Virginia polytechnic inst. lib., Blacksburg.  
 224 Mixsell, Cynthia Jackson; children's librn Mt Vernon (N. Y.) p. 1.  
 225 Palmatary, Helen Constance; asst ref. librn Wilmington (Del.) inst. f. 1.  
 226 Richards, Mabel E.; librn Little Falls (N. Y.) pub. sch. lib.  
 227 Robinson, Harriet C.; asst Schenectady (N. Y.) p. 1.  
 228 Shill, Margaret May; general asst Trenton f. p. 1.  
 229 Steele, Grace; ref. librn Carnegie p. 1., Bradford, Pa.  
 230 Stowell, Grace; under appointment as asst Olean (N. Y.) p. 1.  
 231 Vedder, Almeda Ostrom; asst Schenectady (N. Y.) p. 1.  
 232 Williamson, Dorothy Edith; asst Schenectady (N. Y.) p. 1.  
 233 Wilson, Mabel Zoe; librn State normal sch. lib., Bellingham, Wash.  
 234 Wood, Florence E.; asst Mt Vernon (N. Y.) p. 1.

#### *Partial course*

- 235 Boyle, Julia E.; asst New York state lib. sch.  
 236 Huntington, Mary E.; asst New Rochelle (N. Y.) p. 1.  
 237 Mulholland, Florence; asst N. Y. S. L.  
 238 Phillips, Rosina O.; asst N. Y. S. L.  
 239 Reese, Rena; ctldr State normal sch. lib., Geneseo, N. Y.  
 240 Venn, Florence; ref. librn Indiana state lib., Indianapolis.  
 241 Wilson, Janet; asst N. Y. S. L.

#### *Children's course*

- 242 Andrews, *Mrs* Kate Deane; librn Steele mem. lib., Elmira, N. Y.  
 (59) Belding, *Mrs* Ellinor Frost; children's librn Adirance mem. lib., Poughkeepsie, N. Y.  
 243 Brainerd, Jessie Florence; children's librn New Rochelle (N. Y.) p. 1.

- 244 Gordy, *Mrs* Connie Ledsinger; asst librn Columbus (Ga.) p. 1.  
 245 Overton, Jacqueline M.; asst in charge of the children's room Yorkville branch, New York p. 1.  
 246 Temple, Mabel; librn North Adams (Mass.) p. 1.  
 247 White, Gertrude Fitch; children's librn New Haven (Conn.) f. p. 1.  
 248 White, Josephine M.; asst in charge of children's room Riverside branch, New York p. 1.  
 (153) Wright, Harriet Sabra; Mt Holyoke '99-'00; asst New Britain (Conn.) inst. lib.

## Session of 1909, June 9-July 21

- 249 Archibald, Mabel (*Mrs* Joseph L. Wheeler); asst ref. dept District of Columbia p. 1, Washington.  
 250 Bateman, *Mrs* Lillian May; asst Colgate univ. lib., Hamilton, N. Y.  
 251 Buffington, Eliza; asst cataloging dept Brooklyn p. 1.  
 252 Bussell, Alice Penhale; asst Olean (N. Y.) p. 1.  
 253 Childs, Daisy McDonald; asst librn William Jewell col. lib., Liberty, Mo.  
 254 Cook, *Mrs* Sara Swain; under appointment New York p. 1.  
 255 Cross, Henrietta Young; librn Starin lib., Fultonville, N. Y.  
 256 Crowe, Mabel R.; jr asst Brooklyn p. 1.  
 257 Dickerson, Luther Lester; librn Iowa col. lib., Grinnell, Ia.  
 258 Donn, Anne Estelle; desk attendant District of Columbia p. 1, Washington.  
 259 Easter, *Mrs* Georgie Lucile; asst circ. dept Des Moines (Ia.) p. 1.  
 260 Ehlers, Frances Marie; jr asst Brooklyn p. 1.  
 261 Franck, Charlotte; asst Morrisania branch, New York p. 1.  
 262 Hall, Emily Hardy; under appointment Yale univ. lib.  
 263 Hamilton, Ethel Dorothy; asst children's room, Chatham Sq. branch, New York p. 1.  
 264 Ingersoll, Grace; librn Corning (N. Y.) f. 1.  
 265 Ivimey, Muriel; asst circ. dept, New York p. 1.  
 266 Lamb, Addele Evelyn; general asst Y. M. A. lib., Albany, N. Y.  
 267 Mahony, Nellie M.; general asst Chatham Sq. branch, New York p. 1.  
 268 Norris, Loraine; asst ctlgr Louisville f. p. 1.  
 269 Oakley, Christina Van Alen; asst Newburgh (N. Y.) f. 1.  
 270 Overman, Rhoda A.; asst Marion (Ind.) p. 1.  
 271 Pringle, Grace Parker; asst Albany (N. Y.) high sch. lib.  
 272 Ricketts, *Mrs* Kate L.; substitute Mott Haven branch, New York p. 1.  
 273 Wilson, Josie; jr asst Brownsville branch, Brooklyn p. 1.  
 274 Witmer, Jennie A.; librn Niagara Falls p. 1.  
 (234) Wood, Florence E., ctlgr Mt Vernon (N. Y.) p. 1.

## Session of 1910, June 1-July 13

*Courses A & B*

- 275 Annis, Ima Marjorie; asst Saratoga Springs (N. Y.) p. 1.  
 276 Barlow, Margaret Dickson; asst Cabane branch, St Louis p. 1.  
 277 Barton, Natalie Hampton; asst librn H. Sophie Newcomb mem. col. lib., New Orleans, La.

- 278 Carhart, Charles Lyman; under appointment as librn Syrian Protestant col. lib., Beirut Syria.  
279 Caswell, Wanda M.; asst Elmhurst branch, Queens Borough p. 1.  
280 Cooper, Mary E.; asst Hamilton Fish Park branch, New York p. 1.  
281 Emery, Cynthia M.; librn Mount Kisco p. 1.  
282 Gibson, Edith Dwight; asst 115th St. branch, New York p. 1.  
283 Goeppinger, Eva Catherine; asst librn South Norwalk (Conn.) p. 1.  
284 Goerts, Anna; asst Cabane branch, St Louis p. 1.  
285 Jennings, Lou Lyon; acting asst Lib. of the Normal col. of the City of New York.  
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288 Macfarlane, Florence Garth; 1st asst Astoria branch, Queens Borough p. 1.  
289 Quigley, Margery Closey; asst delivery stations dept, St Louis p. 1.  
290 Seymour, Helen Minturn; general asst Troy p. 1.  
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292 Hills, Grace M.; asst issue dept, District of Columbia p. 1., Washington.  
293 Liebmann, Estelle Louise; jr asst Brownsville branch, Brooklyn p. 1.  
(269) Oakley, Christina Van Alen; asst Newburgh f. 1.  
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296 Cassidy, Sarah R.; asst Pruyn lib., Albany, N. Y.  
297 Glen, Laura Clyde; ctlgr Schenectady p. 1.  
298 Griswold, Grace Eunice; asst card section, Library of Congress.  
299 McNeal, Mrs E. Jennie; librn Lansing (Mich.) p. 1.  
(271) Pringle, Grace Parker; librn Pine Hills p. 1., Albany, N. Y.  
300 Wead, Fannie E.; librn Canton (N. Y.) f. 1.  
301 Woodbridge, Mrs Sarah H.; asst Chatham p. 1.

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*New York State Library*

*Albany, October 9, 1912*

*Hon. A. S. Draper*

*Commissioner of Education*

DEAR SIR: I have the honor to present herewith, and to recommend for publication, the twenty-sixth annual report of the New York State Library School for the year ending September 30, 1912.

Very truly yours

J. I. WYER, JR

*Director*

STATE OF NEW YORK  
EDUCATION DEPARTMENT  
COMMISSIONER'S ROOM

*Approved for publication this 11th day of October 1912*

A large, stylized handwritten signature in dark ink, appearing to read 'A. S. Draper'. The signature is written over a horizontal line and has a long, sweeping flourish extending downwards and to the right.

*Commissioner of Education*

# CALENDAR 1911-12

1911

October	2-3	Entrance examinations
"	4	School opened Wednesday a. m.
"	12	Columbus day, holiday, Thursday
November	7	Election day, holiday, Tuesday
"	29-Dec. 1	Thanksgiving recess, Wednesday noon to Friday noon
December	22	Christmas recess began Friday noon

1912

January	2	Christmas recess ended Tuesday p. m.
February	12	Lincoln's birthday, holiday, Monday
"	22	Washington's birthday, holiday, Thursday
March	4-30	Practice work in outside libraries
April	2-9	Visit to New England libraries
May	30	Memorial day, holiday, Thursday.
June	25	School closed, Tuesday noon

# Education Department Bulletin

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No. 523

ALBANY, N. Y.

JULY 15, 1912

## New York State Library

Library School 32

### 26th ANNUAL REPORT OF THE NEW YORK STATE LIBRARY SCHOOL

FROM SEPTEMBER 30, 1911 TO SEPTEMBER 30, 1912

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#### WORK OF THE YEAR

The school year 1911-12 was begun with some apprehension on the part of the faculty. The temporary quarters in the Guild House were not definitely assigned to the school until nearly time for its opening and the furniture which was secured for the use of the students did not arrive until the morning of the first day of the school year. A considerable number of books had been obtained during the summer but many of those most needed were scattered throughout the city in the various places in which the State Library was temporarily located and only a few were on the shelves ready for use. The supply of light, both natural and artificial, was quite inadequate and, altogether, the chances for a very successful year would to the casual observer have seemed somewhat slender.

Only a short time was needed to change this aspect very materially. Temporary windows of clear glass and an adequate supply of gas were installed, books came in rapidly and the severely ecclesiastical Sunday-school room of the Guild House was soon transformed into a comfortable study room. The presence of the Educational Extension Division and the book selection section on the second floor and the presence of books and bookshelves from basement to top floor gave a library atmosphere that was in itself no inconsiderable aid to good work. Constant vigilance in the matter of obtaining necessary books and careful planning to make classroom problems fit the resources prevented the students from feeling any marked privation in the way of working material. The seniors had already showed their dependable qualities in one crisis and the



entering class proved themselves no less adaptable. The very scarcity of material at the outset and the emergency methods necessary throughout the whole State Library gave an excellent opportunity for emphasizing the modifications in library methods necessitated by differences in physical conditions such as inconvenient buildings and by scanty resources, while the daily appearance of new books in the working collection and the greater facility in answering problems which the new accessions gave, made some appreciation of their relative importance easy.

The peculiar conditions imposed harder work on the faculty but resulted in little or no impairment of the general efficiency of the course as to either the quantity or quality of work required from the students. When all deserve credit it is hard to single out any for special mention but acknowledgment must be made of the services of the registrar in keeping in smooth working order a schedule difficult to arrange satisfactorily even under favorable circumstances and of the indefatigable zeal with which Miss Woodworth collected material of illustrative value and filled up gaps in the collection on library economy.

She was greatly aided in this by the very general and generous response on the part of many former students who sent from their personal collections and otherwise, much material in the way of library publications which would have been nearly unobtainable in any other way. As these gifts went directly to the order section of the State Library and not to the school, acknowledgment of individual donations will be made through the State Library.

The somewhat untoward environment was accepted by faculty and students alike as a problem for solution and the increased difficulties in the way of easy work were met as opportunities for more vigorous professional exercise. To the confidence arising from experience in well-established methods was added the freshness of discovery in applying these old methods to new conditions. The net result was one of the most pleasant, and, in various ways, one of the most constructive years in the recent history of the school.

Detailed comment on the work of the year follows.

## FACULTY

James Ingersoll Wyer, Jr, M.L.S. (N.Y.) *Director*. Instructor in public documents, advanced reference work; lecturer on American libraries, 1906-

Frank Keller Walter M.A. (Haverford) B.L.S. (N.Y.) *Vice Director*. Instructor in elementary reference work, bookbinding, printing, expansive classification, elementary bibliography, in charge of library seminar, 1908-

Florence Woodworth B.L.S. (N.Y.) *Director's assistant*. In charge of Library School collections and practice work, 1889-

Walter Stanley Biscoe M.A. (Amherst) Instructor in subject bibliography, advanced classification, history of books and foreign libraries, 1887-

Ada Alice Jones (Wellesley) *Secretary of the faculty*, 1889-

William Reed Eastman M.A. (Yale) M.L.S. (N.Y.) Instructor in library administration, library buildings, 1895-

Martha Thorne Wheeler, Graduate (N.Y.) Instructor in selection of books, indexing, 1895-

Edna M. Sanderson B.A. (Wellesley) B.L.S. (N.Y.) *Registrar*, 1905-

Katharine Dame B.A. (Boston Univ.) Graduate of Pratt Institute Library School, Instructor in advanced cataloging, 1910-

Jean Hawkins B.M. (Smith) B.L.S. (N.Y.) Instructor in classification, subject headings, 1910-

Jennie Dorcas Fellows, Graduate (N.Y.) Instructor in elementary cataloging, accession and shelf work, 1911-

Chiefly on account of the increased work in cataloging caused by the destruction of the card catalog of the old State Library, Miss Ada Alice Jones, instructor in cataloging from 1888 to 1912, was unable to undertake her scheduled course in advanced cataloging. She has since definitely withdrawn from active instructional work, though she still remains secretary of the faculty. The exactness, clearness and well-organized detail of Miss Jones's instruction, the studied variety and typical character of the problems assigned the students, and the minute accuracy demanded in their solution have for years been among the best traditions of the school and have been the most potent single influence in firmly establishing its reputation as a training school for expert catalogers.

One new member, Miss Jennie Dorcas Fellows, was elected to faculty membership during the year.

The brief courses in loan and order work were conducted by Mr Carl P. P. Vitz, Director's assistant and head of the order section of the State Library, and the course in children's work was under the general charge of Miss Clara W. Hunt ('98), superintendent of children's work in the Brooklyn Public Library.

### LECTURERS 1911-12

Twenty-eight lecturers, other than the regular faculty, gave sixty-eight lectures on various phases of library work not particularly emphasized in the regular courses or which from their importance merited additional presentation from different points of view. These lecturers were carefully selected both from their ability to present their subjects attractively and for the professional experience which gave authority to their statements.

LECTURER	POSITION	NO. LEC.	SUBJECT
Andrews, C. W. ....	Librarian, John Crerar Library, Chicago	2	Administration of the John Crerar Library
Betteridge, Grace L. ....	In charge traveling libraries and study clubs, N. Y. State Library	1	New York State traveling libraries and study clubs
		2	Study club programs
Bostwick, A. E. ....	Librarian, St Louis Public Library	1	Administration of the St Louis Public Library
Brown, Zaidee. ....	Agent, Mass. Free Public Library Commission	1	Companionship of books
Casamajor, Mary. ....	Librarian, Prospect branch Brooklyn Public Library	2	Work of a library commission
Chamberlain, Mary C. ....	Librarian for the blind, N. Y. State Library	1	Branch library work
Champlin, G. G. ....	Sublibrarian (reference), N. Y. State Library	1	Work for the blind
Colson, F. D. ....	Law librarian, N. Y. State Library	1	Patents
Davis, Mary L. ....	Librarian, Troy (N. Y.) Public Library	1	Arrangement and use of law libraries
Donnelly, June R. ....	Director, Drexel Institute Library School	1	Law books for a popular library
Farnum, R. B. ....	Inspector of drawing, manual training section, N. Y. State Education Dep't	2	Library administration; supplies
Hall, Mary E. ....	Librarian, Girl's High School Library, Brooklyn, N. Y.	1	Library training
Hill, F. P. ....	Librarian, Brooklyn Public Library	1	Artistic bulletin work
Hitchler, Theresa. ....	Sup't of cataloging, Brooklyn Public Library	1	Library work with schools
Hunt, Clara W. ....	Sup't, Children's dep't, Brooklyn Public Library	2	Administration of the Brooklyn Public Library system
		2	Organization and administration of a large cataloging dep't
		1	Young America and the public library
		1	Administration of the children's library
		1	Personal relations of the staff with the children
		2	Books for children
Kent, H. W. ....	Assistant secretary, Metropolitan Museum of Art, New York City	1	Librarians' books
Koch, T. W. ....	Librarian, University of Michigan Library	2	Administration of college and university libraries

LECTURERS 1911-12 (*concluded*)

LECTURER	POSITION	NO. LEC.	SUBJECT
Lester, C. B.....	Legislative reference librarian, N. Y. State Library	1	Legislative reference work
MacClelland, E. H.....	Technology librarian, Carnegie Library, Pittsburgh	3	Technical literature
Nelson, Peter.....	Assistant archivist, N. Y. State Library	1	New York State Library manuscripts
Pendleton, Amena.....		1	Care of manuscripts
		1	Myths and folk tales for children
		1	Romances and some English classics for children
Putnam, Herbert.....	Librarian of Congress	2	The Library of Congress
Stearns, Lutie E.....	Chief, Traveling Library Dep't Wisconsin Free Library Commission	1	Library militant
		1	Some phases of western library activity
Underhill, Caroline M.....	Librarian Utica (N. Y.) Public Library	1	Administration of the Utica Public Library
Underhill, Ethel P.....	Children's librarian, Worcester Public Library	1	Boys' stories
		1	Girls' stories
		1	Information books for children
Vitz, C. P. P.....	Director's assistant, N. Y. State Library	1	New building of the N. Y. State Education Dep't
		10	Loan work
Vrooman, Mrs I. H.....		7	Order work
		2	Reference work; local history and genealogy
Wilson, L. N.....	Librarian, Clark University Library	1	Organization and special methods at Clark University Library

## ATTENDANCE

Forty-three students were enrolled during the year: 11 seniors and 32 juniors. Eighteen of these were residents of New York State, 3 came from Pennsylvania, 3 from Ohio, 2 each from California, Massachusetts, Michigan, Vermont and Washington, and 7 other states and Denmark and Norway had 1 representative each. Denmark appeared for the first time on the school roll, increasing to 9 the number of foreign countries from which students have come.

Thirty colleges were represented by bachelors' degrees. Smith led with 4, the University of California was second with 3 and was followed by Colgate, Cornell, Grinnell, Middlebury, Vassar, Wells, Wesleyan and Whitman with 2 each. Eight graduate degrees were on the list and several other students had done resident college or university work beyond the requirement for the bachelor's degree. Sixteen, or more than a third of the entire number enrolled, had been in regular library positions before entering the school and 2 were admitted to advanced standing on account of successful and extended library experience. Three were on leaves of absence and at the close of the year returned to the libraries from which they had come.

## LIST OF STUDENTS

## Seniors. Class of 1912

- Allen, Amy. Troy, O. B.A. (Mt Holyoke College) 1907  
 Benedict, Georgia. Saratoga Springs, N. Y. B.A. (Wells College) 1899;  
 Ph.D. (Cornell University) 1903  
 Dougan, Alice Maria. Middle Granville, N. Y. Ph.B. (University of Chi-  
 cago) 1906  
 Hill, Grace. Astoria, Long Island City, N. Y. Ph.B. (Grinnell College)  
 1906  
 Holmes, Florence Isabel. Albany, N. Y. B.A. (Smith College) 1910  
 Holth, Gudrun. Christiania, Norway. B.A. (University of Christiania)  
 1904, Ph.B. 1906  
 Hooker, D. Ashley. Fort Edward, N. Y. B.A. (Middlebury College) 1906  
 Keator, Alfred Decker. Accord, N. Y. B.A. (Amherst College) 1910  
 Potter, Mrs Elizabeth (Gray). Oakland, Cal. Ph.B. (University of Cali-  
 fornia) 1896  
 Rosholt, Ruth. Minneapolis, Minn. B.A. (University of Minnesota) 1904  
 Tompkins, Helen Wheeler. Poughkeepsie, N. Y. B.A. (Vassar College)  
 1910

## Juniors. Class of 1913

- Berry, Ethel Irene. Oil City, Pa. B.A. (Wells College) 1904  
 Bliss, Leslie Edgar. Newport, N. Y. B.A. (Colgate University) 1911  
 Bundy, Irving Roche. Chicago, Ill. B.A. (Colgate University) 1902  
 Chambers, Alta Anita. Walla Walla, Wash. B.A. (Whitman College)  
 1904  
 Charlton, Delilah Ruby. Arcadia, Neb. B.A. (University of Nebraska)  
 1908  
 Clement, Edith M. Albany, N. Y. B.A. (Cornell University) 1910  
 Conant, Genevieve. Bradford, Pa. B.A. (Vassar College) 1907  
 Daniells, William Nathaniel. Toledo, O. B.A. (University of Wisconsin)  
 1909  
 Dice, Justice Howard. Pittsburgh, Pa. B.A. (University of Pittsburgh)  
 1911  
 Dye, Eleanor Middleswart. New Matamoras, O. B.S. (Denison University)  
 1911  
 Edwards, Eleanor Mount. Randall, N. Y. B.A. (Cornell University) 1911  
 Eno, Arthur Llewellyn. Charlotte, Vt. B.A. (Brown University) 1895;  
 M.A. (Harvard University) 1902  
 Fix, Arminda Lucinda. Walla Walla, Wash. B.S. (Whitman College)  
 1899  
 Flynn, Marcella. Rochester, N. Y. B.A. (College of St Elizabeth) 1911  
 Graves, Charles Edward. Hatfield, Mass. B.A. (Wesleyan University)  
 1908  
 Graves, Eva Wing. Hatfield, Mass. B.A. (Smith College) 1908  
 Grout, Edith N. East Arlington, Vt. B.A. (Middlebury College) 1910  
 Lassen, Harald Hvenegaard. Funder, Denmark. Ph.B. (University of  
 Copenhagen) 1905, M.A. 1911  
 Lewis, Willard Potter. Albany, N. Y. B.A.; M.A. 1912 (Wesleyan Uni-  
 versity) 1911  
 MacNair, Rebecca Sharon. Glendora, Cal. B.A. (University of California)  
 1907  
 Martin, Lois. Hamilton, Mo. B.A. (University of Colorado) 1910  
 Parsons, Mary Prescott. Bay City, Mich. B.A. (Smith College) 1908  
 Peters, Louise Marie. Albany, N. Y. B.A. (University of California)  
 1901; M.A. (University of Colorado) 1905  
 Sanborn, Henry Nichols. Albany, N. Y. B.A. (Dartmouth College) 1902;  
 M.A. (Yale University) 1903  
 Sherman, Clarence Edgar. Jamaica, N. Y. B.S. (Trinity College) 1911  
 Stevens, Sara Ethel. Alfred, N. Y. Ph.B. (Alfred University) 1907, Ph.M.  
 1911

Stiles, Phebe Mildred. Grand Rapids, Mich. B.A. (University of Michigan) 1907  
 Thompson, Elizabeth Hardy. Raymond, N. H. B.A. (Smith College) 1908  
 Walkley, Raymond Lowrey. Southington, Conn. B.A. (Yale University) 1909, M.A. 1910  
 Weller, Laura Gardiner. Watkins, N. Y. Ph.B. (Syracuse University) 1905  
 Willard, Ruth Mary. Grinnell, Ia. B.A. (Grinnell College) 1905  
 Wood, Bertha E. Dexter, N. Y. B.S. (St Lawrence University) 1903

**Staff instruction and special students.** Six members of the staff of the New York State Library attended courses in the school. The subjects thus taken were accession work, bookbinding, cataloging, classification, government documents, printing, selection of books and shelf work.

Miss Mary McCann of the staff of the Pruyn Library (Albany, N.Y.) successfully completed the course in elementary reference.

### CHANGES IN COURSES OF STUDY

Generally speaking, the changes in the curriculum were not extensive and were mostly in the direction of closer coordination of different subjects and of increased emphasis on the most recent methods in vogue in good libraries. The more important changes or points worthy of special emphasis in particular courses are noted below.

**Administration.** Mr Wyer and Miss Mary L. Davis again gave the lectures in the elementary course, covering practically the same ground as in 1910-11. Business correspondence was discussed and some practice in dictation given to more than half the class. This practice consisted in dictating actual answers to letters received in the regular correspondence of the school. It was interrupted only on account of changes among the staff stenographers which made its continuance impracticable for the time.

A list of the lecturers in the advanced administration course follows. (For specific subjects see pages 8-9.)

#### *General*

Mr William R. Eastman (4)  
 Dr Herbert Putnam (2)  
 Mr James I. Wyer, Jr (1)

#### *College and university libraries*

Dr Theodore W. Koch (2)  
 Dr Louis N. Wilson (1)  
 Mr James I. Wyer, Jr (3)

*Public libraries*

Dr Clement W. Andrews (2)  
 Dr Arthur E. Bostwick (1)  
 Miss Mary Casamajor (1)  
 Dr Frank P. Hill (2)  
 Miss Theresa Hitchler (2)  
 Miss Caroline M. Underhill (1)

**Cataloging.** At the close of the year 1910-11, Miss Dame gave up most of her school work to assume charge of the subject headings of the new catalog of the State Library. Miss Jennie D. Fellows was selected to take the junior cataloging course formerly conducted by Miss Dame. The destruction of all the books previously used in the cataloging practice work as well as the change from a classed to a dictionary catalog in the State Library necessitated the formation of an entirely new outline of the course. This was accomplished very satisfactorily through the tireless industry of Miss Fellows and her intimate knowledge of the details of the course in previous years and its accomplishment was made easier by the generosity of the State Library in furnishing sufficient help for the multitudinous tasks necessary in collecting and arranging practice material and in correcting the problems. Much time previously consumed in copying notes from dictation was saved by the preparation of a very detailed set of stencils for the use of the students.

The plan for the advanced cataloging which was announced in the *Circular of Information* for 1910-11 could not be carried out on account of the illness of Miss Jones. Instead of the proposed elective courses divided between Miss Jones and Miss Dame, only one course, under the direction of Miss Dame, was given. This paid special attention to difficult subject headings, author entries and the cataloging of foreign books. In 1911-12, two courses will be offered. Their character is indicated in the following extract from the *Circular of Information* for 1912-13:

**Cataloging. Elective.** Lectures, class discussions and problems. A continuation of the work of the junior year but confined more particularly to the practices and problems of university and large reference libraries. Two coordinate courses of 100 hours each.

Seniors will be required to take one of these courses or, if they desire, may elect both.

*a Advanced dictionary cataloging.* Advanced problems in author entries and subject headings. Cataloging difficult books with special attention to foreign books and the use of catalogers' reference books. Miss Dame

*b Comparative study of catalog codes.* Theory of the classed catalog with some practice in classed cataloging and a study of the distinctions between the dictionary and the classed catalog. Miss Fellows

**Classification and subject headings.** These courses, like that in cataloging, were completely reconstructed and the practice work based on entirely new lists of books. In subject headings, which was taught separately from classification, the new A. L. A. List of Subject Headings was used as a basis. A considerable number of books, new and old, have been collected to illustrate the different points brought out in both courses.

By the cooperation of Miss Hawkins, who was in charge of the subject headings, and Miss Fellows (in charge of cataloging) considerable repetition was avoided with a consequent saving of time in the number of recitation hours required.

**Library and the community.** This course, which is outlined in the annual *Circular of Information*, was elected in 1911-12 by three seniors. Two of the studies have been completed and by their quality fully justify the inclusion of this subject in the course. Three members of the class of 1913 have expressed their intention of electing it instead of a bibliography.

The studies are examined and criticized by the director and vice director who examine particularly the part relating directly to library activities and by the legislative reference librarian, who pays particular attention to the economic and sociological phases.

**Subject bibliography.** During the year a good working collection of subject bibliography, quite sufficient for any probable demands arising from class work, was assembled. While this was being collected, the course as previously given by Mr Biscoe was continued without material change or abridgment through the kindness of several libraries in the matter of interlibrary loans. The school is particularly indebted to the Boston Public Library, the Brooklyn Public Library, Columbia University Library, Cornell University Library, the Forbes Library (Northampton, Mass.), and the Library of Congress for the temporary use of many important typical bibliographies.

**Original bibliographies and community studies.** Since the facilities for original bibliographic work in the New York State Library were practically limited to the consultation of entries in published catalogs and bibliographies and very little opportunity for verification through actual examination of books could be given, the seniors were excused from the required practice work in outside libraries and the month of March was devoted to bibliographic research chiefly in the Boston Public Library, the Cleveland Public Library, Columbia University Library, the Library of Congress and the New York Public Library.



The bibliographies submitted were as follows:

Allen, Amy. Select bibliography of comparative mythology.

Hill, Grace. Select bibliography of American drama and the stage.

Holmes, Florence I. Bibliography of institutions for children in the United States.

Hooker, D. Ashley. Select list of military and naval fiction.

McKee, Alice D., *joint compiler*. Books on art and artists.

Published by the Ohio State Library, 1912.

The following "Library and community" studies were presented:

Potter, Mrs Elizabeth G. San Francisco.

Rosholt, Ruth. Minneapolis; a community study from the standpoint of the public library.

**Annual library visit.** The annual library visit was made April 2d-April 9th directly after the close of the month's practice work in libraries outside of Albany. The trip was slightly shortened since the actual practice which preceded it in many ways served the purpose of the more extended visit of previous years.

The visit included libraries of Springfield, Worcester, Boston and vicinity and Providence and the party was received with the cordial welcome which has come to be recognized as characteristic of the New England visits. The shorter schedule made it possible again to visit the libraries of Salem, after an interval of several years.

The most prominent social features of the trip were a luncheon at Clark University given by Dr Louis N. Wilson, a reception at the home of Mr and Mrs Robert K. Shaw, an informal reception at the Medford Public Library, and an informal reception given by Miss Mary P. Parsons ('13) and Mrs H. B. Howlett. Two other very pleasant features not on the schedule were a special opening of the Annmary Brown Memorial at Providence for the inspection of the students and a visit to the Salem Athenaeum and the Essex Institute of Salem under the guidance of Mr Gardner M. Jones.

A summary of the schedule follows:

April 2 Springfield City Library Association.

April 3 Worcester Free Public Library, Clark University Library, American Antiquarian Society Library, Worcester County Law Library.

April 4 Boston Public Library, Simmons College Library School, Boston Book Co., Massachusetts State Library.

April 5 Harvard University Library, Riverside Press.

April 6 Boston Athenaeum, Brookline Public Library.

April 8 Providence Public Library, Providence Athenaeum, John Carter Brown Library, Brown University Library.

April 9 Medford Public Library, Salem Public Library.

**Practice work.** The experiment of discontinuing school exercises for a month (March) and sending the students to libraries outside of Albany for a month's practice work was first tried this year. Though the plan has been in successful operation for some time in several other schools, local conditions had prevented its earlier adoption in the New York State Library School.

The cordial interest of many of the best libraries of the country made it possible to provide a variety of practice suited to the needs and desires of all the students. The success of the experiment surpassed expectation. The students were unanimous in their expression of the benefit derived from being in regular work on regular schedule in good libraries, while more than the anticipated number of libraries reported that the presence of the students had been a real help in the work of the library.

The benefits received by the students were varied. Classroom instruction was subjected to the test of experience and the reasons for many more or less apparently doubtful dicta were made plain by actual trial; pleasant acquaintances among librarians were made and the professional outlook of the students was broadened by adverse criticism as well as by the favorable comment their work received. In several cases the fitness or the lack of fitness of the student for special kinds of work was demonstrated and a better basis laid for intelligent action in accepting positions. In the classroom work which followed the practice the broader viewpoint resulting from the practice and from the informal out-of-class discussions of comparative methods in which the students indulged was decidedly helpful to instructors and students.

A list of the libraries to whose courtesy in furnishing practice to students, the success of the plan is due follows:

#### Public libraries

Brooklyn Public Library, Brookline (Mass.) Public Library, Buffalo Public Library, Chicago Public Library, Public Library of the District of Columbia, New York Public Library, Carnegie Library (Pittsburgh), Queens Borough Public Library, Somerville (Mass.) Public Library, Springfield (Mass.) City Library Association, Utica Public Library, Wilmington (Del.) Institute Free Library, Worcester (Mass.) Free Public Library.

**College and university libraries**

Clark University, Colgate University, Columbia University, Smith College, Vassar College, Wellesley College.

The practice in the New York State Library will undoubtedly be even more valuable than before. With the increased space will come better accommodations for student workers and the reorganization of all the sections of the State Library will give a quantity and variety of practice that will directly benefit the State Library as well as the student and will preclude the necessity of stock problems. The large public reading-rooms will give quite enough opportunity for direct work with the public to all students whose training or experience has been sufficient to enable them to give satisfactory service.

**Degrees.** During the year the degree of master of library science (M.L.S.) was conferred on Joseph LeRoy Harrison, *B.L.S.* 1893, for 18 years librarian of the Providence (R.I.) Athenaeum and now librarian of the Forbes Library, Northampton, Mass.

The degree of bachelor of library science was conferred on the following six persons: Alice Doty McKee of the class of 1905; David Ashley Hooker of the class of 1908; and Amy Allen, Grace Hill, Florence Isabel Holmes and Ruth Rosholt of the class of 1912.

The total number of degrees conferred by the school to October 1, 1912 is: master of library science, 4; bachelor of library science, 157.

**SUMMER SESSION**

The delay in finishing the new State Education Building and the consequent uncertainty as to the date the school would be obliged to vacate its temporary home in the Guild House of the Cathedral of All Saints made it impossible to plan any summer session for 1912.

The number of applications received in spite of the announcement that no session would be held, showed that its value is appreciated and that in its distinct field, that of helping assistants do better work in their own libraries, it is doing valuable service to the State.

It is hoped that the session of 1913 may not only include the subjects which have proved valuable in general library work but that considerable attention may be paid to the special conditions to be found in the care and use of the school libraries of the State.

## THE ALUMNI

During the past school year 100 positions (including reported promotions) filled by former students have come to the attention of the school. The total number (excluding a number of brief temporary positions) to October 1, 1912 is 2021. The number filled in New York State has increased to 764. The other 1257 are distributed through 36 other states and the District of Columbia. Two new positions have been filled in foreign countries, 1 in Denmark and 1 in Norway, bringing the total of foreign positions to 19.

The revised *Register* of the school is in press and as far as possible gives the complete professional record (in library work) of every one who has ever matriculated in the regular course. Circular letters were sent to all living students whose addresses could be learned, and in most cases the information asked was furnished promptly and fully. Some discrepancies in the statistics of past reports and a few errors of statement as to time and place of service have been corrected. Although restricted in scope, the *Register* is probably the nearest approach to a library *Who's Who* in print, and since the contemplated biographical handbook of the American Library Association has been definitely abandoned it will probably have no immediate competitor.

A list of the library positions filled from October 1, 1911 to October 1, 1912 which have been brought to the notice of the school follows:

## Positions filled October 1, 1911–September 30, 1912

CLASS AND NAME	POSITION	INSTITUTION AND PLACE (unless implied)
1889 Browne, Nina E.....	Assistant.....	Harvard College Library, Cambridge, Mass.
1893 Harrison, Joseph L.....	Librarian.....	Forbes Library, Northampton, Mass.
1895 Avery, Myrtilla.....	Curator Art Library and collections	Wellesley College, Wellesley, Mass.
Leonard, Grace F.....	Librarian.....	Providence (R. I.) Athenaeum
Stanley, Harriet H.....	Assistant librarian.....	Providence (R. I.) Athenaeum
1896 Ames, Sarah H.....	Librarian.....	Patterson Library, Westfield, N. Y.
1897 Hopkins, Julia A.....	In charge of normal course in library training	Pratt Institute School of Library Science, Brooklyn, N. Y.
Smith, Bessie S.....	Supervisor of smaller branches.....	Public Library, Cleveland, O.
1901 Maltbie, Anne.....	Cataloger.....	Public Library, New Haven, Conn.
Woodin, Gertrude.....	Cataloger.....	U. S. Geological Survey Library, Washington, D. C.
Yust, William F.....	Librarian.....	Public Library, Rochester, N. Y.
1902 Avery, Jessie R.....	Assistant.....	Theological Seminary Library, Rochester, N. Y.
"	Librarian.....	Exposition Park Branch, Public Library, Rochester, N. Y.
Pope, Seth E.....	Librarian.....	High School of Commerce Library, New York City
1903 Bacon, Corinne.....	Director.....	Drexel Institute Library and Library School, Philadelphia, Pa.
Donnelly, June R.....	Assistant instructor in library economy	Washington Irving High School for Girls, New York City
1904 Goodrich, Nathaniel L.....	Librarian.....	Dartmouth College Library, Hanover, N. H.
Ketcham, Ethel B.....	Librarian.....	Social Service Library, Boston, Mass.
McCollough, Ethel F.....	Librarian.....	Public Library, Evansville, Ind.
Manchester, Earl N.....	In charge readers' department.....	University of Chicago Library
Mumford, Rosalie.....	In charge open shelf room.....	Public Library, Detroit, Mich.
Peck, Harriet R.....	Librarian.....	Free Public Library, Gloversville, N. Y.
"	"	Rensselaer Polytechnic Institute, Troy, N. Y.
1905 Goodwin, John E.....	Librarian.....	University of Texas, Austin
Hygen, Dortha.....	Cataloger.....	University of Chicago Library
Solis-Cohen, Leon M.....	Librarian in charge, department of traveling libraries	Public Library, Brooklyn, N. Y.
1906 Judson, Katharine B.....	Research assistant, in northwestern history	University of Washington, Seattle
1907 Carr, Georgina E.....	Librarian.....	International Y. M. C. A. Training School Library, Springfield, Mass.
Steffa, Julia.....	Assistant in reference department.....	California State Library, Sacramento
Vitz, Carl P. P.....	Second vice librarian.....	Public Library, Cleveland, O.
1908 Baker, Mary E.....	Head of catalog department.....	University of Missouri Library, Columbia
Coffin, Helen.....	Legislative reference librarian.....	Connecticut State Library, Hartford
Hulburt, Annabel A.....	Branch assistant.....	Public Library, Chicago, Ill.
"	Head of circulation department.....	North Dakota University Library, University, N. D.

## Positions filled October 1, 1911–September 30, 1912 (concluded)

CLASS AND NAME	POSITION	INSTITUTION AND PLACE (unless implied)
Shaver, Mary M. ....	Cataloger.....	Vassar College Library, Poughkeepsie, N. Y.
Smith, Elizabeth M. ....	Head of order section.....	New York State Library
1909		
Adams, Leta E. ....	Head cataloger.....	Public Library, Rochester, N. Y.
1910		
Cunningham, Jesse.....	Librarian.....	Missouri School of Mines and Metallurgy, Rolla
Dearborn, James M. ....	In charge of order department.....	Boston Athenaeum
Eno, Sara W. ....	Assistant.....	Byrn Mavr College Library, Byrn Mavr, Pa.
Lytle, Mary.....	Reference librarian.....	Public Library, Tacoma, Wash.
Swartwout, Jessamine E. ....	Assistant in catalog department.....	Newberry Library, Chicago
1911		
Allen, Mrs Philip L. ....	Librarian.....	John B. Stetson University Library, De Land, Fla.
Baker, Mary N. ....	Assistant, circulation department.....	Public Library, Seattle, Wash.
Chamberlayne, Ellen F. ....	General assistant.....	Public Library, Binghamton, N. Y.
Eliot, Ruth F. ....	First assistant.....	A. L. A. Booklist, Madison, Wis.
Fordice, Frances.....	Librarian.....	Public Library, Sedalia, Mo.
Janvrin, Charles E. ....	Librarian, department of natural history.....	University of Illinois, Urbana
Letch, Harriet E. ....	Assistant supervisor smaller branches.....	Public Library, Cleveland, O.
Miltimore, Louise S. ....	First assistant Tottenville branch.....	New York Public Library
Topping, Elizabeth R. ....	Librarian.....	Public Library, Marshfield, Ore.
Vasbinder, Lida C. ....	Assistant.....	New York State Library
West, Josephine R. ....	First assistant central circulation department.....	New York Public Library
1912		
Allen, Amy.....	Assistant catalog department.....	Public Library, Cleveland, O.
Carnegie, Eliza K. ....	In charge of reference department, Wylie Av. branch.....	Carnegie Library, Pittsburgh, Pa.
"	Second assistant central lending division.....	Carnegie Library, Pittsburgh, Pa.
Carpenter, Helen S. ....	Assistant Mott Haven branch.....	New York Public Library
Hill, Grace.....	Instructor Department of Library Science.....	Simmons College, Boston, Mass.
Keator, Alfred D. ....	Librarian Williamsburgh branch.....	Public Library, Brooklyn, N. Y.
Lewis, Margaret M. ....	Assistant catalog section.....	New York State Library
"	Assistant.....	Public Library, Troy, N. Y.
Potter, Mrs Elizabeth G. ....	Instructor.....	Wisconsin Library School, Madison
Smith, Jessamine McC. ....	Assistant catalog department.....	Public Library, Minneapolis, Minn.
Smith, Victor A. G. ....	Assistant.....	Deichmanske Bibliotek, Christiania, Norway
Watts, Blanche V. ....	Assistant secretary.....	Kentucky Library Commission, Frankfort
1913		
Berry, Ethel I. ....	General assistant.....	Wells College Library, Aurora, N. Y.
Bundy, Irving R. ....	Librarian.....	Free Public Library, Leavenworth, Kans.
Charlton, Dellah R. ....	Assistant.....	Public Library, Cleveland, O.
Dye, Eleanor M. ....	Assistant librarian.....	Miami University, Oxford, O.
Lassen, Harald H. ....	Assistant librarian.....	Kommunens Folkebibliotek, Copenhagen, Denmark
Mac Nair, Rebecca S. ....	Assistant librarian.....	High school library, Pasadena, Cal.
Peters, Louise M. ....	Assistant catalog department.....	Leland Stanford Junior University Library, Stanford University, Cal.
Sherman, Clarence E. ....	Assistant librarian.....	Amherst College Library, Amherst, Mass.
Stiles, P. Mildred.....	Assistant at loan desk.....	Vassar College Library, Poughkeepsie, N. Y.
Willard, Ruth M. ....	Assistant.....	Grinnell College Library, Grinnell, Ia.
Wood, Bertha E. ....	Assistant.....	Wesleyan University Library, Middletown, Conn.

## Temporary positions

CLASS AND NAME	POSITION	INSTITUTION AND PLACE (unless implied)
1888 Chapman, Lilian H. ....	Classifier and cataloger.....	Morgan Memorial Library, Boston, Mass.
1900 Smith, Faith E. ....	In charge of summer library course.	University of California, Ber- keley
1903 Blunt, Florence T. ....	Instructor summer course in library science	Simmons College, Boston, Mass.
Donnelly, June R. ....	In charge summer library school...	University of Pennsylvania, Philadelphia
1904 Mumford, Rosalie. ....	In charge of catalog department...	Free Public Library, Louis- ville, Ky.
Spafford, Martha E. ....	Cataloger and acting librarian....	Pacific University Library, Forest Grove, Ore.
1905 Harron, Mrs Julia S. ....	Editorial assistant.....	Free Public Library, Newark, N. J.
1907 Nunn, Janet H. ....	Summer assistant.....	California State Library, Sac- ramento
Steffa, Julia.....	Temporary assistant.....	California State Library, Sac- ramento
1908 Hooker, D. Ashley.....	Assistant reference librarian.....	John Crerar Library, Chicago, Ill.
1909 Fargo, Lucile F. ....	Summer assistant.....	California State Library, Sac- ramento
1912 Holth, Gudrun.....	Assistant catalog department....	Public Library, Cleveland, O.
Richardson, Mary C. ....	Instructor in library administration and organization	Normal summer schools of Maine
1913 Bliss, L. slie E. ....	Summer assistant.....	Free Public Library, Newark, N. J.
Chambers, Alta A. ....	Assistant in office of supervisor of work with children	New York Public Library
Daniells, William N. ....	Summer assistant.....	Public Library, Buffalo, N. Y.
Dice, J. Howard.....	Classifier and cataloger.....	Pittsburgh (Pa.) Testing Laboratory Library
Edwards, Eleanor M. ....	Cataloger.....	Hill View Free Library, Dia- mond Point, N. Y.
"	"	Mercantile Library, Cincin- nat, O.
Grout, Edith N. ....	Assistant organizer.....	High School Library, Coopers- town, N. Y.
Lewis, Willard P. ....	Summer assistant.....	City Library Association, Springfield, Mass.
Thompson, Elizabeth H. ....	Cataloger.....	Public Library, Bay City, Mich.
Walkley, Raymond L. ....	Summer assistant.....	Free Public Library, Newark, N. J.
Willard, Ruth M. ....	Organizer.....	High School Library, Coopers- town, N. Y.

**New York State Library School Association.** A meeting of the association was held in the grill room of the Chateau Laurier, Ottawa, June 30, 1912 during the conference of the American Library Association. Mr William M. Hepburn presided and the following officers for 1912-13 were elected:

*President*, Edwin Hatfield Anderson '92, assistant director, New York Public Library

*1st vice president*, Joseph LeRoy Harrison '93, librarian, Forbes Library, Northampton, Mass.

*2d vice president*, Julia M. Whittlesey '03, director, Western Reserve University Library School, Cleveland, O.

*Secretary-treasurer*, Bessie Sargeant Smith '97, superintendent of smaller branches, Cleveland Public Library

*Member of advisory board, 1912-15*, William Burt Gamble '12, chief, technology division, New York Public Library

*Executive board*, Isadore Gilbert Mudge '00, *chairman*, reference librarian, Columbia University Library, New York; Alice Arabella Blanchard '05, head of schools division, children's department, Seattle (Wash.) Public Library; Carl Hastings Milam '09, secretary Indiana Public Library Commission, Indianapolis.

The meeting was the largest and one of the most enthusiastic the association has ever held. Eighty-eight were at the dinner which preceded the business meeting. Several other former students, who were not at the dinner, were present at the conference.

The president, Mr Edwin H. Anderson, was appointed the official delegate of the association at the dedication of the new State Education Building, October 15th, 16th, 17th.

The association voted to present portraits of noted librarians to the school to be used for wall decorations.

The class of 1898 has given \$28 to be used for such decorations or other material as the faculty may desire for the school's rooms. Part of this has been used for a handsome guest register which has been made for the school by Tiffany & Co. of New York. The class of 1901 is presenting several wall pictures of famous modern libraries, among them the Library of Congress, the New York Public Library and the Library of Columbia University. The class has given \$100 for this purpose. One or two other classes are planning to make gifts to the school in connection with the reunion of former students which will be held on the evening of October 14th.

**Alumni publications.** The restoration of the alumni collection



(see page 26) has brought together a collection of books and articles on professional library topics by former students that is too extensive for adequate treatment in anything short of a separate bibliography. Many of these are necessarily local in purpose but many have attracted more than merely local attention.

The supplement (1904-11) to the A.L.A. Catalog of 1904 lists the following items on bibliography and library economy by former students: Arthur L. Bailey, Report of A.L.A. Committee on Book binding, Binding for Small Libraries, 1909; Bookbinding (A.L.A. Manual), 1911: Elva L. Bascom, *ed.* *A.L.A. Booklist* (Miss Bascom is also editor of the Supplement to the A.L.A. Catalog): Edna Dean Bullock, Management of Traveling Libraries, 1907; Selected Articles on Child Labor, 1911 (Debater's Hdbk. ser.): William R. Eastman, Library Building Plans, 1906: Marjary L. Gilson, Course of Study for Normal School Pupils on the Use of a Library, 1908: Arne Kildal, Selected List of Norwegian and Danish Books, 1908: Robert M. McCurdy and Edith M. Coulter, Bibliography of Articles Relating to Holidays (2d ed.), 1907: Isadore G. Mudge, Supplement (1909-10) to Kroeger's Guide to the Study and Use of Reference Books, 1911: Mrs Clara Mulliken Norton, Fanny E. Marquand *and others*, Modern Drama and Opera, 1911: Josephine A. Rathbone, Shelf Department (A.L.A. Manual), 1911: Harriet H. Stanley, 550 Children's Books, 1910: James I. Wyer, Jr, U.S. Government Documents, 1906; U.S. Government Documents in Small Libraries (3d ed.), 1910, and College and University Library (A.L.A. Manual) 1911: Asa Wynkoop *ed.* *New York Libraries*, 1907-12: and William F. Yust, Library Legislation (A.L.A. Manual) 1911.

Additional recent publications of importance like the A.L.A. List of Subject Headings (largely compiled and edited by Esther Crawford and Mary J. Briggs), Charles A. Flaggs's Guide to Massachusetts Local History 1907 and the revision of the Decimal Classification (1911) under the direction of May Seymour, are not listed.

Outside the field of library science or only in part belonging to it is found a number of very creditable books which are in the collection or which, in default of an actual copy, belong in it. Among these the following may be mentioned as typical in their varied character:

Edna Adelaide Brown, Four Gordons, 1911: Charles A. Flaggs, Descendants of Benjamin Rockwood, sr, of Grafton, Mass. 1905: Walter Cox Green, Dictionary of Etiquette, 1904: Joseph Le Roy Harrison (*compiler*), Cap and Gown, 1893; With Pipe and Book,

1897: Ono M. Imhoff, collaborator on Dr Charles McCarthy's *The Wisconsin Idea*, 1912: Katharine B. Judson, *Montana "the Land of Shining Mountains,"* 1909; *Myths and Legends of the Pacific Northwest*, 1910; *Myths and Legends of California*, 1912: Arne Kildal, (translator) *Speeches and New Letters of Henrik Ibsen*, 1910: Isadore G. Mudge, (joint author) *Thackeray Dictionary*, 1910: Frances J. Olcott, *The Children's Reading*, 1912: Edmund L. Pearson, *Old Librarian's Almanac*, 1909; *Library and the Librarian*, 1910; *Librarian at Play*, 1911; *Believing Years*, 1911: Mary Wright Plummer, *Roy and Ray in Mexico*, 1907; *Roy and Ray in Canada*, 1908; *Stories from the Chronicle of the Cid*, 1910.

Other recent publications of former students are noted in the *Library Journal* of January 1911 (36:37-38) and January 1912 (37:38).

**Necrology.** Two former students died during the year: Miss Ellen Dodge Biscoe of the class of 1896 and Mrs Caroline Edith (Holcomb) Case of the class of 1900.

Miss Biscoe had had a varied library experience in many types of libraries, among others the New York State Library, the Wisconsin Historical Society Library, the Eau Claire (Wis.) Public Library, the Drexel Institute Library School and the Iowa State Normal School Library at Cedar Falls. She died January 12, 1912.

Mrs Case attended the school in 1898-99 and from 1899 to 1902 was assistant librarian of the Beardsley Library, Winsted, Conn. She married Frederick Chester Case, February 22, 1900. Mrs Case died in October 1911.

A full list of deceased former students will be found on pages 104-5 of the new *Register* of the New York State Library School, 1912. (L. S. Bulletin 31)

## NOTES AND COMMENTS

**Library meetings.** The library section of the New York State Teachers Association held two sessions during the meeting of the Association in the State Capitol, November 27-29, 1911. Many of the students attended the library sessions. An extensive exhibit of material useful in school libraries was in charge of a committee which included Miss Elizabeth Barker '00 and Miss Mabel McKay '04. Most of the work of installing and returning exhibit material to the various libraries which had lent it and of acting as guides to the exhibit was done by students of the school under the direction of the committee.

A local library institute was held in the central branch of the Albany Y. M. C. A., May 7-8, 1912. Miss Wheeler conducted a session on book selection. The meeting was largely attended by the students.

The school closed three days earlier than the regularly scheduled date to permit any student who desired to do so to attend the meeting of the American Library Association at Ottawa, June 26-July 2, 1912. Three seniors and five juniors took advantage of the opportunity to be present at the conference.

**At the A.L.A.** The practical character of library school training is fully demonstrated by the number and character of the positions held by men and women trained in library schools. It is also reflected in the programs of state and national library meetings which, in constantly increasing numbers, bear the names of school-trained librarians selected, not on account of school connections, but because of their work as librarians.

From our own school alone the number represented on the program of the Ottawa meeting of the American Library Association is far from inconsiderable and may serve as a concrete example of this general trend. Those represented by papers or scheduled discussions at the various sessions were G. E. Wire '89; E. H. Anderson '92; Josephine A. Rathbone '93; Mary J. Briggs, Emma B. Hawks and A. G. S. Josephson '95; Ono M. Imhoff and J. I. Wyer, Jr '98; W. M. Hepburn '03; A. D. Dickinson '04; W. K. Jewett '05; F. K. Walter '06; Chalmers Hadley '07; C. H. Milam '09; and J. B. Kaiser '10.

On stated committees were Mary W. Plummer '88; E. H. Anderson '92; Caroline M. Underhill '89; A. L. Bailey and J. I. Wyer, Jr '98; C. H. Brown '01; N. L. Goodrich and Ethel F. McCollough '04.

Miss Plummer retired as second vice president of the association and E. H. Anderson was elected first vice president of the association for 1912-13. Josephine A. Rathbone, E. R. Perry ('03), and F. K. Walter were elected members of the council. Claribel R. Barnett '95 was reelected chairman of the agricultural libraries section and C. H. Milam became president of the League of Library Commissions.

**New home of the State Library School.** August 26th the books and other illustrative material as well as the records and other equipment of the school were removed to the suite reserved for it on the third floor front of the State Education Building. The furniture has been installed and the rooms will be ready for use

before the beginning of the school year 1912-13. Over seventy desks for student use are provided. The desks are of special design with drawers for cards and slips of the regulation catalog size, two drawers for vertical filing and a drawer for general use. Individual bookcases, the design of Miss Woodworth and Mr Biscoe, are provided for each student. Provision is made for individual desk lights in case the general illumination of the room should prove unsatisfactory. Provision is also made in the main study room for the registrar and the clerks and assistants assigned to the Library School, for Miss Woodworth and a considerable number of State Library staff members under her immediate charge whose work is more or less connected with the library economy collections of the school and the library, and for faculty members who may desire desks for consultation with students and for other occasional use.

Adequate shelving for books needed in school work, for the State Library collection in general library economy and for library serials is provided, while there is an abundance of filing cases for pictures, administrative blanks and minor material.

The lecture rooms will be more than large enough for the school at present and will provide for considerable expansion in the future. All the rooms are well lighted throughout. An important advantage of the present location consists in the better accommodations which can be given to summer school students during the two or three weeks when both the regular school and the summer school are in session together.

A typewriting room adjoining the smaller lecture room will increase the opportunities for student practice on the typewriter in connection with the school work.

**Equipment.** Though a little time must yet elapse before even the present collection of the State Library can be made entirely available for use either by the public or the school, the beginning of the school year 1912-13 finds us with an equipment which is already of more than usual excellence. In reference work practically every important book listed in Kroeger's Guide to the Study and Use of Reference Books and its supplement and hundreds of others of reference value are shelved and ready for use in addition to a general collection of cataloged books which is larger than the entire collection of many libraries. Plans have been perfected by the State Library by which thousands of other volumes will be

temporarily classified and cataloged and made ready for use with very little delay.

The collections of the law library and the important document collections of the legislative reference section will be usable through check-lists, general indexes and printed catalogs almost as soon as they are shelved.

The collection of national bibliographies now on hand includes practically every important work in anything like general use in even the largest libraries. There are in addition many rarer works, among them a number the State Library did not formerly possess.

Large numbers of subject bibliographies have been received and those which are lacking are mostly those which are of an extremely special character or are so old or rare as to be of only semioccasional use.

About 2300 volumes for class practice work in cataloging, classification, selection of books and other courses are in the library school collection.

The general bibliography and library economy collections of the State Library are shelved in the school study room. The library economy collection has already reached formidable dimensions, chiefly through the tireless industry and persistence of Miss Woodworth who has it in her direct charge.

It includes at present, among other things, the bibliographical collections of Mr William Beer and Mr Adolf Growell and a considerable number of valuable bibliographical works from the library of Mr Henry E. Legler. About 800 annuals and serials, including periodicals, reports, bulletins, and other library publications, are currently received and shelved in the Library School room. In addition to a large amount of material still unmounted, there are about 4000 sheets of mounted administrative blanks and forms arranged both by subjects and by libraries. More than 1600 pictures and plans of library buildings are mounted and filed. The beginning of a good collection of portraits of former students of the school and others associated with library work has been made. The alumni collection "which aims to cover all books, pamphlets, clippings etc. written by our students and biographical material relating to them" is already of good size and is steadily growing. Minor material in the shape of extracts, clippings and other matter of interest to librarians is classified and filed. All the material in these various lines is cataloged in a separate catalog for the use of the school. This catalog already contains over 12,000 entries and is growing as rapidly as the pressure of other work will permit.

Among other equipment of great use to the school though not in its separate collections are the index to book reviews and the file of book notes collected by the book selection section of the State Library; a considerable number of manuscript reading lists and bibliographies; the universal or "repertory" catalog containing the Library of Congress depository cards, the printed cards of the John Crerar Library and the library of Harvard University and entries for books in the New York State Library not covered by printed cards of other libraries; the *Bibliographia bibliographica* cards and the cards issued by the Royal Library of the Hague, which index Dutch publications.



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## New York State Library

Library School 33

### INDEXING

PRINCIPLES, RULES AND EXAMPLES

BY

MARTHA THORNE WHEELER

SECOND EDITION REVISED

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ALBANY

UNIVERSITY OF THE STATE OF NEW YORK

1913

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*New York State Education Department*

*State Library, March 25, 1913*

*Hon. A. S. Draper*

*Commissioner of Education*

DEAR SIR: I have the honor to present herewith and to recommend for publication, a second and revised edition of the Bulletin on Indexing published by the Education Department in 1905. Some typographical errors in the first edition are corrected, occasional verbal changes made, a few explanatory sentences added and, while there are no considerable additions except in the section on the indexing of periodicals, the entire text has been examined and improved wherever possible.

The bulletin has been out of print for several years and a considerable demand for it persists. Since the fire we have been unable until the present moment to prepare a new edition.

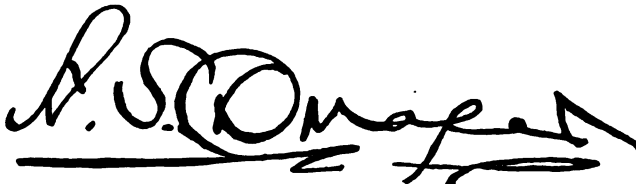
That the publications of the Education Department are by common consent so well indexed and that expert indexers trained in the Education Department are in such demand in other State departments is due to the instruction in this subject given in the State Library School and based upon the pamphlet presented herewith.

Very truly yours

J. I. WYER, Jr

STATE OF NEW YORK  
EDUCATION DEPARTMENT  
COMMISSIONER'S ROOM

*Approved for publication this  
26th day of March 1913*



*Commissioner of Education*



# Education Department Bulletin

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## New York State Library

Library School 33

### INDEXING

#### PRINCIPLES, RULES AND EXAMPLES

**Importance.** The importance of book indexes is so widely recognized and the want of them so frequently deplored that no argument in their favor seems necessary. There is, however, too little appreciation on the part of publishers and authors of the value and difficulty of good indexing. In a valuable paper on "Indexing" published in *Library Journal* 17:406, afterward separately reprinted but now out of print, J. B. Nichols says:

A book without an index is like a locked chest without the key; each may contain valuable treasures, but neither can be gotten into. The sense of insecurity and uncertainty which the student feels in the use of an index on which he can not rely is something very annoying. Nothing impairs the usefulness of a book like the lack of a proper index; and nothing enhances its value so much as being provided with one.

There are few if any branches of clerical work that require higher intellectual faculties for their satisfactory and successful performance than general indexing. To index a branch of knowledge satisfactorily requires a considerable knowledge of it, of its classifications, of its synonyms, of its species and genera. General qualities required are good taste, good judgment, and a habit of conciseness and of liberal and comprehensive thought. Above all, what may be called the "index sense" is required—that is, the ability to feel instinctively, at the first glance, what and how subjects should be indexed in all their ramifications; the sense that is in touch with searchers, and appreciates just how subjects will be looked for and how to arrange so that they can most readily be found. Experience is the only school in which these qualifications can be gained.

It is remarkable, in view of the manifest usefulness of good indexes, how many books there are unprovided with them; and how many more are provided with indexes of an inferior kind which are inaccurate, insufficient and unreliable. The trouble is not that the importance of reliable indexes is not generally appreciated, but that the work of indexing is left to inexperienced and



unscientific hands. It is not generally recognized that a really good index can not be made except by persons with special skill and special experience; that indexing is an art in itself, and it is unreasonable to expect satisfactory results from untrained hands. Not even authors are qualified to index their own work, unless they happen to possess familiarity with the principles and practice of indexing. None but the author, it is true, has such an intimate knowledge of the subject—and such knowledge is essential in indexing; but if he lack those special qualifications which are requisite in work of this kind, he can not be depended on to make a good index.

A book now on the market and in its ninth edition contains in the index the item "Hell on earth"; on the page referred to is an account of persons kept in a constant state of anxiety and terror, the expression quoted being used to indicate in a forcible way the mental condition. Among other curiosities in the same index are the following items: "Maxim," "Quotations at beginning of chapters," "Something to avoid." More absurdly useless entries it would be difficult to make; articles and prepositions and conjunctions might as well be indexed; and yet similar instances of faulty indexing could be multiplied indefinitely.

**Unalterable rules impossible.** It is not possible to devise rules which will secure satisfactory treatment in all cases, but a few general principles may be stated which will aid the indexer able to apply them with good judgment to specific problems. The indexing problem changes with each new book undertaken. To meet the needs of different classes of seekers and to suit various types of books, rules entirely satisfactory in one case must be varied in the next and perhaps ignored or even reversed for a third. Yet while the indexer who follows the same rules under all circumstances must inevitably do some inferior work, an index compiled without a basis of well-formulated rules is almost worse than none.

**Importance of plan.** In each case a well-considered and well-defined plan must be determined on in advance and followed throughout. This is necessary to secure completeness and consistency, to avoid misleading searchers, and to keep the size of the index within proper limits. The length of an index depends on the minuteness and detail to which the subjects are indexed, and on the fulness of the entries. It is necessary in advance to fix a degree of minuteness and detail to which the work shall be carried, and to settle the style of the entries. Nichols

**Codes.** Many indexing rules are practically identical with those used in preparing library catalogs, and forms of statement in the following pages as well as illustrative examples have in many

cases been taken from C: A. Cutter's *Rules for a Dictionary Catalogue* and Melvil Dewey's *Library School Rules and Simplified Library School Rules*, with modifications in accordance with the later *A. L. A. Catalog Rules*. In these manuals many more rules may be found with illustrations, which would aid in compiling indexes to bibliographies, genealogies and other works comprising many names, though often inapplicable to general subject indexing. Statements and illustrations are also borrowed from Mr Nichols's paper already quoted.

**Index defined.** An index, as defined in the *Century Dictionary*, is "a detailed alphabetic (or rarely, classified) list or table of topics, names of persons, places etc. treated or mentioned in a book or series of books, pointing out their exact positions in the volume." The word is derived from the Latin *indicare*, to point out, to show. Nichols gives the following definition: "An index is a table or list of references, arranged usually in alphabetical order, to subjects, names and the like, occurring in a book or other matter." W: I: Fletcher, who has had long experience as editor in chief of *Poole's Index to Periodical Literature*, in a paper on "Indexing" prepared for the World's Library Congress at the Columbian Exposition, after drawing a distinction between catalogs, bibliographies and indexes, says: "An index is an arrangement (generally alphabetic but sometimes classified) of the analyzed contents of one book, or of the books in a certain class, and is intended to show in what books and in what places in those books information is to be found on certain subjects."

**Alphabetic vs. classified indexes.** All these authorities imply that the classified index is exceptional. In ordinary book indexes it is generally conceded to be inconvenient and few will question the dictum of the veteran indexer, H. B. Wheatley [*What is an Index?* page 56] that "an index should be one and indivisible, and not broken up in several alphabets." Curious exceptions may be found, which serve to emphasize the value of this rule. Huchins's *Dorset*, brought out in a new edition in 1874, has eight separate indexes, that is, (1) Places; (2) Pedigrees; (3) Persons; (4) Arms; (5) Blazons; (6) Glossorial; (7) Domesday; (8) Inquisitions. A work in six quarto volumes, entitled *Canada: an Encyclopaedia of the Country*, is provided with a slender index volume divided into no less than twenty-three sections, eleven of which are arranged alphabetically, the remaining twelve being contents grouped under class headings and arranged in order of occurrence.

**Indexes to sets.** A work in several volumes should have an index to the whole in one alphabet at the end of the final volume. It is convenient to have the volumes also separately indexed, if that can be afforded and will not unduly increase their size. Nichols proposes as the ideal that each volume be provided with the complete index to the set, but this plan will hardly find favor with publishers or with librarians to whom strict economy in shelf space is a necessity.

#### DEFINITIONS OF TERMS

**Subject.** The *subject* is any event, place, person, fact, relation, topic, idea, or whatever is an object of thought and may become an object of search.

**Entry.** The *entry* is the word, phrase or combination of phrases expressing the subject or idea, together with any necessary modification and the page reference indicating where it may be found in the text. The following example is taken from the very full index to Eggleston's *Beginners of a Nation*:

Sabbath-keeping, early Puritan ideal of, 127

**Heading.** The *heading* is the word or words chosen to express the subject or idea, and stands at the beginning of the entry, determining its alphabetic position. In the above entry, the heading "Sabbath-keeping" represents the subject.

**Modification.** A *modification* is a word or phrase following the heading to indicate the character of the information given in the passage referred to, or otherwise to limit its meaning. In the entry above, "early Puritan ideal of" is the modification.

**Subhead.** A *subhead*, or secondary heading, is a modification which is itself repeatedly modified, and therefore becomes the head of a separate group of submodifications under the main heading [see example on page 34 under heading "Boundaries," where "Connecticut" is a subhead]. The subhead does not differ in form or character from the simple modification, and requires different treatment only because it has attracted to itself several differentiated references, and must be separately indented in printing to make the meaning clear.

**Cross reference.** A *cross reference* refers: (1) from a possible heading under which no page references are given to the chosen heading where they may be found ("see" reference); or,

(2) connects headings which represent allied subjects or which contain related entries ("see also" reference):

Electric telegraph, *see* Telegraph

Limestone, *see also* Magnesian limestone

Numerous entries, subheads and cross references may be grouped under one heading. To "index under a certain word" means that that word is put first in the entry and becomes the heading.

#### FULNESS AND CHARACTER OF INDEXING

Minuteness of indexing must vary according to the character and uses of the book at hand. Generally speaking, the fuller an index is, without entering into valueless minutiae, the greater is its usefulness; a book half indexed would perhaps better have no index at all, since it is as likely to mislead as to assist. But books frequently contain illustrative or explanatory matter or digressions of various kinds which, though useful in their connection, a reader would not anticipate from his knowledge of the subject, nor expect to find analyzed in the index; hence their inclusion under distinct headings is a waste of space. Too often limitation of space or the question of expense confronts the indexer, when a close estimate of the number of pages and the number of headings to a page must be made, and fulness in indexing regulated accordingly.

**Indexer's first duty.** The indexer's first duty, then, is to acquire a clear idea of the character, scope and general plan of the work to be indexed. If possible he should read it through. If indexing from proof received in sections, he must judge as best he can from the material at hand and from such information as he can secure from author or publisher. In all cases of doubt it is better to err on the side of too great fulness in the earlier stages of the work, since it is easier to cut out superfluities in revising than to pick up statements dimly remembered which prove important as the work develops.

**Kinds of indexes.** A book may require: (1) a general index of quite obvious subjects, as John Fiske's histories, G. W. Curtis's *Orations and Addresses*, Bryce's *American Commonwealth*, Darwin's *Descent of Man*; or, (2) an index of ideas, more or less difficult to reduce to alphabetic key words, as Emerson's *Essays* or Holmes's *Autocrat*; or, (3) a name index, as for botanies, atlases, genealogies etc.; or, (4) a word and phrase index, as Bartlett's *Familiar Quotations*. In the last case it is necessary to bring out

such *words* as may have remained in the searcher's memory, through which he hopes to make whole a maimed and halting quotation. The following examples illustrate the difference between the indexing of words and the indexing of subjects:

And what is so rare as a day in June?  
 Then, if ever, come perfect days;  
 Then Heaven tries earth, if it be in tune,  
 And over it softly her warm ear lays.

Here "June" is the very obvious subject, but entries are made in *Bartlett* under all the words underlined above. A second example:

What's gone and what's past help  
 Should be past grief.

Here the underlined words chosen for entry are all that would be sought by a person striving to recall a half-forgotten quotation, but none of them represents the subject of the lines, that is, the uselessness of *regret or repining*.

#### CHOICE OF HEADINGS

Consider the character of the book to be indexed; what class of persons will generally consult it: high school pupils, scientific men, literary students, business men, trained bibliographers, inexperienced general readers? On what lines will they seek information? With these points in view, choose between technical and common, scientific and unscientific terms, and decide whether any system of cross reference between them, or possibly of double entry, is necessary. In a word, determine what is wanted and devise means of getting at it. A subject heading should be selected with great care since it is the alphabetic key to the matter it indexes, and the only guide to the modifications grouped under it. The indexer must put himself in the reader's place in choosing it. "Select such headings as are most likely to be *first* looked for by the searcher for such information as they contain." [Fletcher] Use the word in the text if it fulfils this requirement; if not, supply the preferred word, keeping in mind the following principles:

**Obvious key word.** Choose the obvious word, even if in so doing so the more exact one is sacrificed. "The cataloger and the indexer too often arrange their entries under those headings which they consider readers and searchers *ought* to consult."

[Clarke. *Practical Indexing*, page 137] Not infrequently the text words, even when they express the idea with the greatest precision, are the last that would occur to the seeker, who has not the page before him to suggest them. The index maker must consult the popular vocabulary far oftener than the dictionary in selecting key words.

It may sometimes be important to use the exact terms of the text, for example, in technical books or in works of writers of marked individuality in the use of language, whose peculiar expressions impress themselves on their readers; but in these cases such words *are*, from a certain point of view, the obvious words, and the apparent exception proves the rule. Emerson's oft quoted phrase "hitch his wagon to a star" furnishes an illustration. The passage reads:

I admire still more than the sawmill the skill which, on the seashore, makes the tides drive the wheels and grind corn, and which engages the assistance of the moon, like a hired hand, to grind, and wind, and pump, and saw, and split stone, and roll iron. Now that is the wisdom of a man in every instance of his labor, to hitch his wagon to a star and see his chore done by the gods themselves. That is the way we are strong, by borrowing the might of the universe.

Here the main idea, which runs through several pages, is that of man's utilization of the power of the universe, both physical and spiritual. It might be expressed in the index by several key words, none of which would be so likely to occur to the searcher who had previously read the passage or heard the phrase quoted, as the words "wagon" and "star," which represent it in the full index to the Riverside edition of Emerson's works; yet no one, hearing the phrase alone, fancies it to be about either wagons or stars. The quotation is often used to emphasize a different thought, that of the importance of high aims, an idea developed, though less definitely, later in the essay.

**2 Prefer common terms.** Do not use learned or cumbrous words where simple and common ones will do as well.

**3 Avoid unimportant words.** Do not enter under the unimportant and chance words in a phrase; never use as key words prepositions, conjunctions, articles or equally obscure words. The inexperienced indexer often makes the blunder of appropriating as it stands a good descriptive phrase, which sets forth the subject adequately but furnishes no usable alphabetic key, or which must

be rearranged to bring the significant word to the first place; for example,

Desperate leap of a bird catcher  
Growth of knowledge unconscious  
Differences in quality of humor in men and women

**4 Adjective headings.** A heading should be a noun or a substantive phrase. Adjectives may, however, lead in a phrase and thus determine the alphabetic place, where they form part of a name or well-known term and would be naturally sought by the user of the index; for example, Alimentary canal, Carbolic acid, Domestic economy, Hereditary genius, Perpetual motion. An adjective alone does not constitute a complete heading.

**5 Specific headings.** Choose the specific term; for example, "Golf" instead of "Games" if the discussion is confined to golf.

**6 Subject of book.** Avoid indexing under the main subject of the book, *unless it is the only word or group of words for which the searcher would look*; for example, in a book on punctuation make headings "Comma," "Colon" etc., placing under the heading "Punctuation" such modifications as "different systems," "general rules," "modern practice," etc. The annual report of the Director of the New York State Library rarely contains index entries under "State Library" or "Library"; since the entire volume relates directly to a single subject, the main heading is understood throughout; if expressed, it must precede nearly every entry, and would be ignored by the seeker, who would transfer his attention to the alphabetizing of the words following.

Perspective should always be kept in mind in determining plan. Each idea must be treated with reference to accompanying matter. In a work solely on New York, the index might not contain the heading "New York," all matters treated being indexed under their individual terms; while in a work treating only in part of that state, subjects relating to it would be better indexed under the heading "New York." In a geographic work, places would have preference and special attention in indexing; in *general* scientific works, the subjects discussed would furnish the important headings and place entry would be of secondary interest. "Geology in New York" in the former would be indexed under "New York"; in the latter, under "Geology." But entry under both might sometimes be necessary.

**7 Separate linked subjects.** In simple subject indexing do not link two subjects in one heading, even when they form a title; for example,

New York, clay industry in  
 New Jersey, clay industry in  
*not* New York and New Jersey, clay industry in  
 New Jersey and New York, clay industry in

**8 Significant word.** If the heading is a phrase, enter under first word unless a later word is more significant; for example,

*a* Actions at law; Conduct of life; District of Columbia; Freedom of the press; Trial by combat  
*b* Ghent, treaty of; Agriculture, department of

**9 Words necessarily separated.** When words closely connected in the text must be separated in the index in order to bring the heading first, avoid a greater separation than is necessary; for example,

France, southern, industrial condition  
 Grant, Gen. U. S., battles  
*not* France, industrial conditions in southern  
 Grant, battles of Gen. U. S.

**10 Brief and compact forms; punctuation.** So far as possible confine the heading to a word or brief phrase not requiring punctuation other than a comma for simple inversion, so that it may be taken in at a glance. When a heading must be used in inverted form and there is danger of confusion with the first modification, set it off by a colon; for example,

Game, protection: county wardens, 199; licenses, 202; preserves, 203; state wardens, 204

**11 Quoted statements.** Index quoted statements under the real author's name, adding (quoted).

**12 Number of headings to subject.** Use as many headings as are necessary to present the subject in all its phases. Every heading should be included for which a reader might reasonably look, either with citations or by cross reference. Two subjects of equal importance may be treated in one article, or a single subject may be sought from more than one point of view. A paper on the socialistic movement in Massachusetts should be readily found by a seeker interested in socialism or by a student of conditions in Massachusetts. Architecture in Washington may be sought by those interested in the city or in architecture.



But questions of perspective enter into decisions as to double entry. In indexing matter in an American newspaper about, for example, a treaty between Chile and Argentina, it is obvious that the two countries are entitled to equal recognition; but an article on relations between the United States and Chile needs only entry under "Chile." The American newspaper looks out on the world always from the American standpoint; to index relations with Chile under "United States" is much as if a woman should index her social engagements under her own name. In general, the more vague the subject, the larger the number of headings necessary to index it. Keep two considerations in mind: the importance of sufficient fulness to enable the searcher to find what he wants without unnecessary effort, and the folly of increasing the size and expense of the work by useless entries. Ordinarily one or two well-chosen key words will be enough, and it is unworkmanlike to inflate the index till it rivals the text in bulk. The index to St George Mivart's book *On the Origin of Human Reason* is a notable example of absurd repetition and unwise choice of key words. The author refers [page 136] to some articulate utterances of a certain parrot which sounded remarkably like replies to questions. This is indexed under fifteen headings, as follows:

- Absurd tale about a Cockatoo, 136
- Anecdote, absurd one, about a Cockatoo, 136
- Bathos and a Cockatoo, 136
- Cockatoo, absurd tale concerning one, 136
- Discourse held with a Cockatoo, 136
- Incredibly absurd tale of a Cockatoo, 136
- Invalid Cockatoo, absurd tale about, 136
- Mr R—, and tale about a Cockatoo, 136
- Preposterous tale about a Cockatoo, 136
- Questions answered by a Cockatoo, 136
- R—, Mr, and tale about a Cockatoo, 136
- Rational Cockatoo as asserted, 136
- Tale about a rational Cockatoo, as asserted, 136
- Very absurd tale about a Cockatoo, 136
- Wonderfully foolish tale about a Cockatoo, 136

**13 Cross reference vs. scattered material.** Be careful not to scatter material under several practically identical headings, where one heading with cross references from others will serve; for example, matter about "taxes," "imposts," "duties" and "excise" can usually be grouped under "Taxes" with reference from the others. On the other hand, avoid using too comprehensive headings,

which will draw unwieldly masses of modifications better distributed among more specific headings and connected by "see also" cross references if necessary.

In a very full index "suspended animation" might be indexed under headings, with cross references, as follows, the full entries being supposed to be made under the heading "Suspended animation":

Animation, suspended, *see* Suspended animation.  
 Biology, *see also* Suspended animation.  
 Dormant vitality, *see* Suspended animation.  
 Hibernation, *see also* Suspended animation.  
 Life, *see also* Suspended animation.  
 Suspended animation.  
 Vitality, *see also* Suspended animation.

#### MODIFICATIONS

In word or name indexes the heading is usually followed directly by the page reference, but in subject indexes modifying phrases are frequently added to differentiate the passages cited [see Definition of terms, page 8].

**Value.** These modifications are sometimes so inseparably connected with the heading as to seem a part of it, but quite as often they are evidently added to define exactly what the text includes. They may be of little consequence in brief and simple indexes, but an elaborate index, where large numbers of references are grouped under important headings, is exasperatingly incomplete without them, often forcing the searcher to consult many pages for material to which he might have been sent directly by an added word or phrase. H. B. Wheatley in his entertaining and suggestive *What is an Index?* published for the English Index Society in 1878, says [page 45-46]:

The indexer must aim at conciseness, but he should always specify the cause of reference, more especially in the case of proper names. Few things are more annoying than to find a block list of references after a name, so that the consulter has to search through many pages before he can find what he seeks. Mr Markland draws particular attention to this point in a communication to the *Notes and Queries* (2d series, volume 7, page 469) on the subject of Indexes. He complains bitterly of the indexes to the collected edition of Walpole's *Letters* and to Scott's *Swift*. In the latter book there are 638 references to Harley, Earl of Oxford, without any indication of the reason why his name is entered in the index. This case also affords a good instance of careless indexing in another

particular, for these references are separated under different headings, instead of being gathered under one, as follows:

Harley (Robert) 227 references  
Oxford (Lord) 111 references  
Treasurer, Lord Oxford 300 references

Mr Markland takes the opportunity of pointing out that good specimens of the right way to set out the references to an individual are to be found in Nichols's *Literary Anecdotes*; Hallam's *Constitutional History*; and Campbell's *Lives of the Lord Chancellors*. Probably the most colossal instance of the fault above alluded to is to be found in Ayscough's elaborate index to the *Gentleman's Magazine*, where all the references under one surname are placed together without even the distinction of the Christian name. Mr Solly made a curious calculation as to the time that would be employed in looking up these references. For instance, under the name Smith, there are 2411 entries all "en masse," and with no initial letters. If there were these divisions, one would find "Zachary Smith" in a few minutes, but now one must look to each reference to find what is wanted. With taking down the volumes, and hunting through long lists of names, Mr Solly found that each reference cost him two minutes of time, a by no means extravagant estimate; hence it would take the consulter eight days (working steadily ten hours a day) to find out if there be any note about Zachary Smith in the *Magazine*, a task so awful to think of that it may be presumed that no one will ever attempt it.

**Uniformity.** Modifications need not be used uniformly throughout an index. Some subjects occur too infrequently to require them; for example, in an index to laws a single reference to "chloral" needs no modification, but 100 references to laws affecting "cities" need to be carefully differentiated to facilitate the reader's search for a particular law. Their use must be determined by the nature of the subject matter, and therefore of the headings, the probable number and character of references to the subject and the most important use of the index. When they are to be inserted very generally, add them uniformly to all headings when the entries are first made, since it is easier to cut out those not desired than to add after all the entries under one heading are brought together. To save space in very long indexes, modifications may sometimes be dropped from all headings having only a few references without seriously impairing their value. Very general or indefinite headings need modifications even when entries are few, and sometimes one is necessary to explain the presence of the heading.

If a modification proves to be too general or of too little

importance, drop it and put the page reference immediately after the heading, as illustrated by the first entry in the following example:

Trinity church, 232; charter, 120; pews, 243; rectors, 252, 360; sexton, 365

**Clear but concise.** Make the modification clear, but brief and compact as possible, omitting every word not necessary to perfect clearness. The idea of each modification should be distinct from that of all others under the heading, so that the searcher may receive a definite impression of the character of the text referred to. This may often be secured with but a word or two. It is not necessary that sentences be complete, and much space may be saved by cutting out superfluous words; for example, "Pacific ocean, discovery," "Volcanic explosions, cause," "Patent, royal; validity," are as clear and significant in the index as "Pacific ocean, discovery of the"; "Patent, the royal; question concerning the validity of." In this work, however, the indexer must be alert to possible alterations in sense through ill-judged cancelations. A work now widely used narrowly escaped going before the public with the somewhat surprising heading "Washington in Jerseys," in consequence of the too zealous economy of a reviser who had stricken out a saving "the" before Jerseys.

**Inversions under heading.** Avoid needless and confusing inversions under heading. The subject word is generally brought to the head by inversion, but except in long and elaborate indexes, where a scheme of classification of material under heading must be followed, it is better to leave modifications as nearly as may be in the natural order; for example,

Nicaragua canal, provisions affecting in treaty with England  
*not* Nicaragua canal, England, treaty with, provisions in, affecting

**Names of persons.** Catalogers and bibliographers, trained to invert author's names to secure alphabetic arrangement by surnames, sometimes carry the habit so far as to invert them under title in ordinary book and periodical indexing. The effect is extremely awkward and inconvenient. Enter

Wetmore, W. H. Study of forestry in the United States  
*and* Forestry in the United States, Study of; by W. H. Wetmore  
*not* Forestry in the United States, Study of; by Wetmore, W. H.

Do not try to condense all the text information in the modification; even if possible, the reader naturally expects to find more in the text, and is misled.

Some indexers seem to be of opinion that proper names are the most important items in an index, and while carefully including

all these, they omit facts and opinions of much greater importance. As a rule it is objectionable when the consulter finds no additional information in the book to what is already given in the index; for instance, should the observation be made respecting a certain state of mind that "the Duke of Wellington probably felt the same at the battle of Waterloo," it will be well for the indexer to pass the remark by unnoticed, as should he make the following entries, the consulter is not likely to be in a very genial mood when he looks up the references:

Waterloo, the Duke of Wellington's supposed feelings at the battle of  
Wellington (Duke of), his supposed feelings at Waterloo

The hackneyed quotation of

Best, Mr Justice, his great mind,

can not be omitted here, although I am unable to give any satisfactory account of its origin. It forms an excellent example of the useless references to which we have just referred, and contains as well a ludicrous misapprehension of the passage indexed, which is said to have been: "Mr Justice Best said that he had a great mind to commit the man for trial." There can be no doubt that the entry, whether it ever occurred in an index or not, was intended as a personal fling against Sir William Draper Best, puisne judge of the King's Bench from 1819 to 1824, and lord chief justice of the Common Pleas from 1824 to 1829.

Wheatley, *What is an Index?* p. 44-45

**Allusions and unimportant statements.** In case of unimportant allusions to persons, such phrases as "referred to," "alluded to," "cited" and "quoted" are convenient and quite sufficient.

**Index entry a pointer.** The indexer should bear in mind always that the index entry is only a "pointer" showing where certain information is to be found. If in a word the gist of the information can be indicated, sometimes saving the consulter the trouble of turning to the text, it may well be given, but there should be no attempt to make the index entry a digest. Nor must modifications be so comprehensive as to lack the necessary precision. Though the entry is but a pointer, it must point definitely to the specific object and not simply wave a gracious hand over a vast territory. "Buddhism" is too general if the indexer intends to cite the work of Buddhist missionaries in New York City; "France, education in" does not necessarily suggest the question of parochial vs. state schools in France.

**Care in condensing entries.** Be careful that the modification is not condensed in such a way as to become a false or misleading statement, expressing more than, or the opposite of, the text. A passage in a history of colonial New York, stating that

nonobservance of the Sabbath was forbidden under certain penalties by Peter Stuyvesant, is better indexed under "Sabbath observance under Governor Stuyvesant" than in the text words "Sabbath, nonobservance under Governor Stuyvesant," because the latter form implies injustice to the doughty Dutchman's rule. It is clearly misleading to index a paper on the question of school instruction as to the effects of alcoholic drinks under "Alcohol, use taught in schools."

**Tact and humor in indexer.** There is room also for the exercise of tact as well as truthfulness on the part of the indexer. Why enter under "Trenton, gambling in," when attention is to be called to Trenton's crusade against gambling? A saving sense of humor would prevent such an entry as "Oaths concerning debtors" to represent a law permitting the deduction of debts from the evaluation of taxable property when properly certified under oath.

**Repetition of heading.** Avoid repeating the heading in the modification; a change in wording or the insertion of a comma will often serve to express it. But prefer repetition of heading to awkward phraseology or confusion of meaning; for example,

Books, character in, 122; of facts,  
279; moral power, 159; professor  
of, needed, 166

Voice, English, 110; the sweetest  
music, 251, 340; index of a state  
of mind, 418; a hoarse voice a  
kind of warning, 422

In the last entry the idea might not be instantly grasped without the repetition.

**Analysis under heading.** When all or most of the matter relating to a single subject is given consecutively and is not very extended, it is not generally worth while to give an analysis under the main subject heading; let a single blanket entry cover the mass. If there are scattered references elsewhere, differentiate these references, so that the searcher may know where to find a specific phase of the subject not treated in the main section. If obviously likely to be sought, bring out also as headings in their own alphabetic places, specific points mentioned in the main section; for example,

Title entry, treatment, 13-18

Title entry, treatment; anonymous books, 25

Biographic titles, 14

Novels, title entry, 13

Anonymous books, title entry, 25

Sometimes it is impossible to determine at the outset whether analysis is desirable. This difficulty usually arises when the indexer must begin his work before all the text is in hand. In such

cases choose the "blanket" or "omnibus" entry, noting in the margin of the text the alternative. If before "verifying" [see page 30] the same or other specific modifications have been needed for the subject, the change can be made at that point. If not, and all the text has not yet been read, transfer the note, abbreviated, to the bottom of the slip, so that the question will not be overlooked in editing and can then be settled definitely.

**Scattered references.** If the treatment of the subject is scattered through many pages and constantly interrupted by matter not relevant to it, of course thorough analysis and differentiation of references will be necessary.

**Heading identical with modification.** When a heading is also a modification of another heading, do not duplicate entries if they are identical, but refer from the modification to the heading; for example, Cities, taxes, *see* Taxes, cities. The relative importance of the headings must decide which way the reference should be made. But if the page references under the modification are only a part of those under the same word or words as a heading, repeat the entries rather than refer to a mass of material most of which is irrelevant; for example,

Cities, courts, 182, 260

Courts, 71, 123, 182, 209, 253, 260, 297

**Modifications in "entry a line" index.** If the index is to be in entry a line form [see page 37] make the modification very brief and place the most important word first, inverting more freely to this end than in the paragraphed form, since it will head the line, catch the eye first and determine the alphabetic position of the modification. With these limitations the modifications must often be less specific than in the more common paragraphed index.

#### CROSS REFERENCE

Cross references are of two kinds, commonly spoken of as "see" references and "see also" references [see Definition of terms, page 8].

Make a "see" reference to guide the reader:

- 1 From a subject heading under which he might reasonably expect to find material to the heading or headings chosen for that subject; for example,

Excise, *see* Taxes

Death rate, *see* Mortality; Vital statistics

- 2 From other forms of an author's name, or from a pseudonym, to the form chosen; for example,

Ossoli, Margaret Fuller, *see* Fuller, Margaret  
Marvel, Ik, *pseud. see* Mitchell, D. G.

Make a "see also" reference to connect:

- 1 A subject with its subdivisions; for example,

Literature, *see also* Drama; Essays; Fiction; Poetry

- 2 Class and specific headings; for example,

Beverages, *see also* Coffee; Milk; Tea

- 3 Headings which are related, or contain allied matter; or which, dissimilar for the most part, would be needed by an investigator of a certain topic; for example,

Laws, *see also* Legislation

Books, *see also* Reading

Children, *see also* Minors; Orphans; Schools; Wards

Temperance, *see also* Local option; Saloons

**Principles.** When allied headings are of equal importance make the reference under each; for example,

Labor, *see also* Employees; Wages

Employees, *see also* Labor; Wages

Wages, *see also* Employees; Labor

Be sure that the heading referred to contains new matter; never make reference from one heading to exactly the same pages cited under another heading. If the same information is entered under two headings, and it is necessary to make a reference from a third, make such reference to *one* form only; for example,

Japan, religion, 147

Religion of Japan, 147

Buddhism *see* Japan or Buddhism *see* Religion of Japan

but not both for this particular information. The searcher wishes only the fact; he does not care under how many forms the indexer has seen fit to refer to it. Nothing is more annoying than to be sent back and forth through the alphabet only to be conducted up blind alleys to the paragraph just read.

Never make a reference to a related heading unless there is actually a relevant entry there; that is, do not refer to what *may* be, but only to what *is*. This is a common fault in cyclopedias and other works prepared by cooperation. The writer of an article,



for example, on x-rays, supposes that there will be full treatment of the uses of the x-ray in photography under the heading "Photography," and the specialist on photography assumes that that particular branch of his subject will be sufficiently covered under "X-rays," with the result that the seeker, after reading both articles, has secured nothing on his subject save the two references, "X-rays, *see also* Photography," "Photography, *see also* X-rays." Careful editing is imperative to prevent such mistakes.

**Double entry vs. cross reference.** When but one or two brief entries are to be made, as a rule duplicate under the various headings needed instead of making references. The entry seldom requires more space, and in many cases actually takes less, if the modifications are as compact as they should be; and the searcher's time is saved, which is the first object of an index. Exception may be made in case of references from rejected to chosen forms of names.

**Cross reference to heading only.** Do not make cross references *too* specific. As a rule refer from heading only and to heading only, not particularizing modifications. Exception should sometimes be made in elaborate indexes where subheads are used, and in indexes printed in entry a line form.

#### PAGE REFERENCES

**Inclusive or scattering references.** If the matter runs over a page, give inclusive figures; the reader frequently wishes to know whether he will find an extended discussion, or merely incidental mentions; for example, 120-29, not the less exact 120 *et seq.* If a subject is touched, dropped and taken up again on the same page, let the first reference stand for all unless the intervening text is so different in character that the searcher would not follow up the matter. In such case, each reference to the subject should be brought out either by varying modifications or by following the page citation with, for example, (3). The rule that a single reference to the page may generally suffice applies to regular reading text; in lists of names, tabular matter or any work in which the subject is constantly changing, every occurrence of a subject or name should be indexed.

**Exact reference by ninths.** A system of exact reference to minute parts of the page has been devised which is very useful for books requiring close analysis, where many subjects or phases of a subject are treated on a single page; or where names of persons,

places or species might easily be overlooked if not definitely pointed out, as in genealogies, local histories or botanies. It would, of course, be of little value and by no means worth the extra time and the cost of printing, for many popular books. This manual has been indexed according to this plan, both in order to facilitate exact reference to rules and to illustrate the system. Wherever it is used, a clear note of explanation should be given at the beginning of the index. [See page 63.] The page is divided into ninths, superior figures being used to indicate the particular ninth of page or column in which the passage referred to begins; for example, 34<sup>3</sup> means page 34 beginning in the third ninth of the page (about one-third of the way down). Of the superior figures, the odd numbers 1, 5 and 9 denote the top, middle or bottom of the pages; 3 and 7, points halfway between top and middle and middle and bottom; while even numbers are mere modifiers of these positions, 2 denoting a point a little below the top, 8 a point a little above the bottom, 4 and 6 points just above and below the middle. If there are several columns on a page, use two superior figures, the first denoting column and the second position in the column; for example, 89<sup>13-28</sup> means page 89, beginning in the third ninth of column 1 and ending near the bottom (in the eighth ninth) of column 2.

**Marker.** For this work a "marker" must be made, consisting of a narrow strip of paper (an inch or less wide) the length of the printed matter on the page, including running titles, and folded into ninths, the spaces being numbered 1 to 9 from top to bottom.

**Beginning of citation.** The page citation should begin where the subject to be indexed is introduced, not necessarily where the subject word first occurs, if a text word is chosen for the heading. The marker laid on the page shows precisely the part of the page, and should always be used by those inexperienced in indexing by this exact method. If the indexer has a good eye he may soon acquire a ready and accurate judgment of relative position and be able frequently to dispense with the measure.

**Citation of volumes.** When the index covers more than one volume, separate volume and page number by a colon; for example, 2:176<sup>2</sup>-80<sup>8</sup>. If the modifications are arranged alphabetically, the volume number must be included in every reference; if they are in order of entry, that is, of occurrence in the text, the volume number

may be omitted after the first reference, but should be in heavier type in order to be easily detected; for example,

Truth, absolute, 6:197; abstract, 1:10; 2:304, 309; adorer of, 4:276; 6:290; apprehension of, 1:10, 70, 166; 2:264; 12:30; basis of aristocracy, 10:43; the only armor, 6:219; unity with beauty, 1:59

Nature, Moore's view of, 1:103; modern sentimentalism about, 375; man's connection with, 376; in Thoreau's writings, 381; her indifference to man, 2:131; as viewed by Rousseau, 266; early view of, 319; the free shows provided by, 3:257; Chaucer's love of, 355; love of, a modern thing 260; ignored by French criticism 4:9; its double meanings, 258

The relative importance of the colon and semicolon must be indicated by spacing; very narrow spaces on each side of the colon and regular spacing after the semicolon will prevent any confusion.

If the volumes are divided into parts or parts into volumes express thus: v. 1, pt 1:39<sup>2</sup>; pt 3, v. 2:159<sup>4</sup>.

In case of series of reports, proceedings etc. when the volumes are not numbered, citation must be by year; for example, '55:171; '01:62.

When desirable to include month and year in periodical references cite thus: 53:109 (Jan. '95); 68:149 (22 June '99); or, in more strictly bibliographic work, Dec. 1897, 12:622-65. In a long index Library Bureau abbreviations of months save space: Ja, F, Mr, Ap, My, Je, Jl, Ag, S, O, N, D.

#### MECHANICAL METHODS

The clerical methods of constructing indexes are three.

1 **Blank book plan.** In this an alphabetic arrangement is approximated by allotting a certain number of pages to letters or combinations of two or more letters—Aa, Ab, Ac, Ba, Be, Bl, etc. A book provided with marginal letter tags is desirable for this use, or better, because it admits of interpolation, separate sheets provided with marginal index letters, clamped in a binder.<sup>1</sup> The space allotted to the combinations must not be equal, but proportional. Obviously much more space is required for headings beginning with C than with Q; Ad will attract many more entries than Aa.

**Relative space for letters.** The relative importance of the letters of the alphabet has been the subject of considerable research

<sup>1</sup>For fuller description and criticism of this method see Clarke *Practical Indexing*, p. 155-60.

and comparison. H. B. Wheatley gives some results in his *How to Make an Index*, page 197-202. It is made evident that C and S are always full in both name and subject indexes; B frequently leads all in name indexes but generally falls to a position midway in subject indexes; M ranks somewhat above the average, and in indexes of English names, W and H rank high. A is first of the vowels, the others standing but little higher than J, K and Q. The first half of the alphabet requires appreciably more space than the second. While statistics prove the general average, they also reveal great variation in special instances. It is apparent that in an index to New York local history Dutch names would raise the letter V, usually of low rank, to an important position, and occasionally the ordinary proportions are altered most unexpectedly. There is always danger of miscalculation in assigning space, and consequent blocking of letters. When this occurs, a new place must be set aside, a reference made, and thereafter it will be necessary to look in both places for entries under that combination. This system has been very popular for office indexes but is everywhere giving way to the card form.

2 **Order of occurrence.** The second method, formerly much used in preparing book indexes, is that of making entries on sheets in the order of the matter indexed. When complete they are cut apart, alphabetized and mounted on sheets for the printer.

*Alphabetizing slips.* In sorting into alphabetic order, the slips are first thrown into piles by initial letter, according to an imaginary diagram in five columns of five letters each:

A	—	—	—	—	—	U
B	—	—	—	—	—	V
C	—	—	—	—	—	W
D	—	—	—	—	—	X
E	—	—	—	—	—	Y Z

The relative position of each letter is soon learned and slips are placed almost automatically. The first rough alphabetizing should be followed by a more exact one. This method of indexing is very fully described by F. B. Perkins in a paper on "Book indexes" in *Public Libraries in the United States*, a special report of the Bureau of Education published at Washington in 1876. It is fairly satisfactory for extremely simple work, for example, an author index to a classed list of books, but in more complicated indexing involves a considerable loss of time in referring to earlier entries and in final editing for the printer.

**3 Separate slips.** The third method, that of making entries on separate slips and filing them in trays in strict alphabetic order as the work proceeds, is much the best, and is described in detail on pages 29-31.

#### MARKING TEXT

**Advantages.** When the character of the special problem has been grasped and a general idea of what is needed attained, the text, whether in proof or already in book form, should be marked for entries. There are decided advantages in thus indicating headings, modifications and cross references on the matter to be indexed before writing the entries. Till the slips are alphabetized (a slow process and often delayed) in no other way can the indexer easily refer to headings and modifications already chosen for certain subjects, or discover forgotten decisions in puzzling cases. When a change must be made in fulness of indexing, the marked proofs are invaluable, and in a long index or one which has been interrupted, they are of great service in securing uniformity. In recurrent work, such as reports and proceedings, which frequently follow the same general plan year after year and contain much tabular matter, the marked text of the preceding volume is a much more useful guide than the printed index, and it often enables the indexer to delegate the work to an assistant, after marking the new sections, with general directions to follow the proof of the preceding year. Perhaps most important of all, marking proofs makes it possible to consign the mechanical writing of entries to an assistant.

**Methods.** There are many possible ways of indicating entries in the text. Any method is good which is simple to use, avoids confusion and is readily grasped by an untrained assistant. A method which has stood the test of several years' use in many kinds of indexes is as follows:

Indicate the heading by underlining in pencil the word or phrase, if in the text; if not, write it in the margin and underline. Indicate its modification, if any is needed, by a short line under the beginning of the modifying word or phrase, or inclose the phrase in curves, crossing out unnecessary words and making any other desired changes. If connection between heading and modification is not clear, use a tracer. Indicate a "see" reference by x under the word from which reference is to be made to the word underlined for heading; for example,

<u>Roads</u>	Highways
	x

A "see also" reference may be indicated by adding the word "also"; for example,

Roads    Highways  
          × also

If reference is to be made both ways, put x under each word; for example,

Property    Mortgage  
×                ×

The "also" is superfluous in this case, because the fact that double reference is desired shows the form. Most frequently the heading referred from has to be written in the margin and so is just as easily written "Mortgage, see also"; or, if it is the heading referred to, "See also Mortgage."

The following extract from Nichols's *Indexing* expresses principles of value to the indexer and has been marked to illustrate the plan described above:

importance

Consistency and uniformity are very desirable throughout the index. Consistency, besides being necessarily a part of a well ordered system, tends to prevent mistakes, in an index which lacks uniformity of composition, a searcher, finding one arrangement in one case and not the same arrangement in another similar case, may thereby be erroneously led to suppose that the index contains nothing on the latter subject. It is, however, quite impossible always to follow rigidly any plan or system. The judgment of the indexer will be constantly exercised in the discrimination between and settlement of fine points. A certain amount of latitude and elasticity must always be admissible and much must be left to the good sense of the indexer.

not chief aim

new, how to treat

As a subject is newly encountered the indexer should first carefully determine just what the exact subject is, and then how best to express it, select the headings and modifications—all those under which search is likely to be made—that best express the meaning. Whenever the same subject occurs afterward enter under the same headings. If there are several synonymous headings equally eligible, select one of them for entry and make

decide on & follow uniformly

from synonymous terms words

cross reference from the others to it. The language of the text and least of all titles, except in title entry (need not be followed), and should never be slavishly followed in the wording of the headings and modifications, these should express in the most exact (fine shades of meaning being considered), the plainest and briefest way possible the actual subject, the entries should be reduced to their simplest form, and if possible to a single word

often disregarded

not always best key

briefest clear form

The markings call for entries as below, the page citations referring to Nichols's *Indexing*, which is printed in double columns:

- Consistency, importance, 3<sup>12</sup>
- Uniformity, *see* Consistency
- Consistency not chief aim, 3<sup>14</sup>
- Subject, new, how to treat, 3<sup>25</sup>
- Headings, decide on and follow uniformly, 3<sup>26</sup>
- Synonymous headings, 3<sup>24</sup>
- Headings, synonymous, 3<sup>24</sup>
- Cross reference, from synonymous terms, 3<sup>27</sup>
- Language of text often disregarded, 3<sup>27</sup>
- Text words not always best key, 3<sup>27</sup>
- Titles need not be followed, 3<sup>27</sup>
- Headings, briefest clear form, 3<sup>28</sup>
- Modifications, briefest clear form, 3<sup>28</sup>

A single marking of the heading "Consistency" stands for both modifications, because no other heading intervenes. The unbroken line under "synonymous headings" shows that the words are to be taken together as a heading; the second line under "heading" directs that it be used alone as a heading, modified by "synonymous," as indicated by the short second line under that word. Curves inclose the modification of the heading "Titles," because the short line would not make clear how much of the phrase was to be taken. Tracers show that "briefest clear form" is to modify both "heading" and "modifications."

**Perspective in choosing headings.** It should be noted that these entries are made for a separate monograph on indexing very fully analyzed. If published with miscellaneous papers on other subjects the headings chosen here would be inappropriate; most, if not all of them, in that case, should be entered as modifications under the heading "Indexing." Mr Nichols's paper was in fact first published in volume 17 of the *Library Journal*, where it appears in the index only under "Indexing (Nichols) 406-419." Had the indexer seen fit to analyze the paper somewhat, the heading "Indexing" would still have been sufficient to cover all modifications.

The need of subheads under certain headings can sometimes be foreseen in marking the proof, and if the proper word is chosen then it will save time in alphabetizing and editing. The intention to treat as a subhead is indicated by the word "indent," a direction as to form of printing, which must be transferred to the bottom of the slip when the entry is written, for guidance to editor and copyist.

## WRITING SLIPS

After the indexer has read enough of the text to make sure that the general scheme of indexing will not need changing, marked proofs can be given to an assistant for writing slips. For this are needed:

1 V slips. Small slips (V of the "standard sizes,"  $5\frac{1}{2} \times 7$  cm, being a convenient size) of light weight manila. Thinner slips may be used, and are preferable if they are to be pasted instead of copied, but if extremely thin are difficult to handle.

2 A tray, with divisions into which the slips fit loosely.

3 If close work is to be done a "marker" dividing the page into ninths [see page 23].

The V slips are large enough for properly condensed entries under ordinary conditions, and are recommended because they are cheaper and may be compactly filed.

**P slips.** Sometimes, however, occasion may arise for preferring  $7 \times 12\frac{1}{2}$  cm thin ruled white slips, or if the index is to serve also as a permanent growing office record (for example, a cumulating index to a periodical) even the heavier catalog card. Trays and cabinets may be bought for this size, which is that of standard catalog cards.

**Rules for V slip entries.** Write on each slip a single entry, giving page, and if desired, ninth of page, to which it refers [see Page references, page 22]. If matter overruns the page, make the reference inclusive, but let first mention suffice if not exceeding the page, unless so interrupted by other subjects that later mention might be overlooked [see page 19]; for example,

Roosevelt, Theodore, literary work, 175, 221-24, 245	Title cards, 97 <sup>4</sup> , 97 <sup>7</sup> , 98 <sup>2</sup>
---	--

Give each modification of the subject a separate slip. When the same unmodified heading, or the same heading and modification, occurs again, the page reference may be added to the first



slip if finding it requires little more time than writing a new slip; for example,

Jamestown, first settlers, 13	Jamestown, Capt. John Smith in, 13, 270
-------------------------------	--

Adding page references to the original slip is worth a little trouble, since in a long index it is desirable to reduce the bulk of slips in alphabeting and the work of combining in editing. "See" and "see also" references need, of course, be written but once.

The entry should begin at the extreme upper left edge of the slip, with every line following indented slightly, so that, in alphabeting, the heading will readily catch the eye. The assistant indicates on the text by a check under the heading that the entry has been written, and places each slip as it is made behind those already in the tray, so that the entries will stand in order of occurrence, making "verifying" easy. In a long piece of work it is a good plan to put the cross reference slips in a separate tray. If alphabeted occasionally, reference to them is easy and prevents making extra slips when a cross reference already made is called for on subsequent proofs. Such separation also greatly facilitates comparison in editing.

#### VERIFYING

The indexer, at frequent intervals unless the index is very short, should verify the slips, whether they have been written by himself or an assistant, by carefully comparing each with the marked proof, for correctness of heading, modification and page reference, specially noting inclusive pagings. The end of one subject and the beginning of a related one is often difficult to determine, and if the assistant is untrained it is well to indicate conclusion of a reference when marking the proof, writing it in the margin. While verifying questions indicated on the proof must be settled or transferred to the slips for later decision [see p. 20] and often some of the editing can be done, saving time at the end, when there is frequently need of haste.

#### ALPHABETING SLIPS

Except in very short indexes the slips should be alphabeted often, later blocks of slips being added to those already alphabeted as

soon as they are verified, so that when the last block is added the alphabetizing of the whole index is finished. Frequent alphabetizing is of practical service to the indexer as the work proceeds, the alphabetized slips being much easier to consult for forms of headings, etc. than the marked proofs.

**Trays for alphabetizing.** A small five-division tray serves for alphabetizing newly written slips when this is done frequently. If a large number must be alphabetized at one time the work is more quickly accomplished by means of a twenty-four division tray. Familiarity with the headings of an index will suggest devices to lessen the tedium of alphabetizing a large number of slips; for example, if a certain name or subject heading occurs very often it is a gain in the first alphabetizing to put all the slips containing it in another tray instead of throwing them in with the other slips of that letter.

#### ARRANGEMENT OF MODIFICATIONS

Before final alphabetizing this puzzling question must be decided: Shall the modifications under each heading be arranged in order of entry (that is, order of occurrence) or alphabetically? In answering it the nature and use of the index must be the determining factor. Order of entry is quite generally used in books brought out by prominent publishers and is appropriate to the largest number of indexes. But neither arrangement should be slavishly followed throughout an index if a different grouping under certain headings would be more useful. Few searchers will study out your plan and hold you to it.

**Alphabetic order.** In indexes of ideas [see page 9] prefer generally alphabetic order, alphabetizing by the most significant word, not necessarily the word that by chance stands first in the modifying phrase. The important word may sometimes be brought to the first position by inversion, but this should never be done if the result is awkward and confusing; for example,

Americans, activity, 329; conservatism, 201; crime no shock to, 216; destiny, 325, 418; value dexterity, 211; Dickens on, 167; dress with good sense, 86; contrasted with English, 125; deference to English, 161, 370; lack faith, 237; gentlemen, 419; lack idealism, 418; impulsiveness, 414.

[From index to Riverside edition of Emerson's *Works*]

Here the words "dexterity," "English," "faith" and "idealism," determine the alphabetic arrangement though they do not lead in the phrase.

**Order of entry.** Under biographic and historical headings, follow order of entry, which is in most cases at least approximately chronologic; for example,

Barclay, Rev. Henry, born at Albany, 6; graduated at Yale, 6; rector of St Peter's Church, Albany, 7; rector Trinity Church, N. Y., 8; marries, 9; doctor of divinity, 10; death, 11

This is easily followed and convenient. An alphabetic arrangement would have made the clergyman's death and elevation to the dignity of the doctor's degree follow immediately his birth, and precede his graduation from Yale, marriage and rectorships, conditions which offend one's sense of fitness, even in an index. It is still more objectionable in cases where there are many modifications having no salient alphabetic key words to guide the seeker, who flounders helplessly and in no pleasant humor through time and space.

When a large number of entries must be given under the name of the subject of a biography or, for example, under the name of Washington or Wellington in histories of the Revolution or Peninsular War, prominent divisions of the man's life may be made chronologic subheads, or brought out in black face or italic type, to attract attention. The index to Froude's *Erasmus* groups entries under Erasmus as follows:

**Erasmus: (a few general entries here)**

Youth (20 entries)  
 First visit to England, 1497 (15 entries)  
 In the Netherlands and France (21 entries)  
 Visits to England and to Italy  
 Fourth visit to England  
 In the Netherlands  
 Period of contest  
 After Charles V's election  
 After the Diet of Worms  
 After election of Adrian VI  
 After election of Clement VII  
 His later years  
 Diet of Augsburg  
 His last days  
 His writings  
 Letters of, to

Entries are arranged in order of occurrence under all the subheads, except the last, where names of correspondents are given in alphabetic order.

**Logical order.** Follow logical order or order of importance when clearly desirable; for example,

Education Building, progress of work on, 446; act authorizing contracts for furnishing, 387; objections to metal furniture, 571-72; recommendations concerning dedication, 351; appointment of Regents committees, 579; program of dedication exercises, 4-7; report of exercises, 9-15.

There is no reason why in the same index alphabetic arrangement may not be used for the fuller headings, and order of entry for those covering few entries or relating to biographic or historical matter, with occasional logical groupings if desirable.

**Relative advantages.** In deciding between order of entry and alphabetic order for general arrangement of modifications, bear in mind relative advantages and disadvantages. Alphabetic order is a useful guide when the alphabetic key words are such as might readily occur to the searcher, enabling him to turn directly to the required information. For matter about which he would probably have in mind a chronologic rather than an alphabetic outline, as in biographies and histories, order of entry is better. One great advantage of order of entry is that if the searcher finds it necessary to consult all page references under a heading, he is sent through the volume or volumes in order, instead of being forced to lose time in turning back and forth, as the alphabetic arrangement would probably require. In a long index where there are a great many modifications under headings other than biographic or historical, and particularly when the modifications are brief, alphabetic order is generally more convenient. This is almost invariably true when the index is to be printed in entry a line form [see page 37].

**Consistency.** The indexer should not magnify too much the importance of his scheme. He should remember that the user of the index will never read it through or make any profound study of its plan, but will look for specific information and wish to find it in each case by the simplest means. Consistency is to be shown in making entries always clear and convenient for the user, not in following always the same process. When uniform methods will aid, follow them; when they will confuse or impede, forsake them.

When the plan for order of modifications has been settled, the general direction may be given the assistant, special arrangement under certain headings being a part of the indexer's work in editing.

**Subheads.** In very exact and complicated work, oftenest in indexes to technical matter, subheads and sub-subheads are used to avoid repetition and the crowding of material under too general modifications. If a modification has but two submodifications, they are better retained in the general group unless clearness would be sacrificed; for example,

Governors, power increased, 17<sup>8</sup>; mes-  
sages an aid to comparative legis-  
lation, 20<sup>8</sup>; messages on problems  
in school organization, 22<sup>3</sup>-23<sup>2</sup>; veto  
power, 37<sup>2</sup>-39<sup>4</sup>

Three or more submodifications justify grouping under a subhead, for example,

Boundaries, 11<sup>5</sup>, 22<sup>6</sup>, 22<sup>7</sup>;  
Connecticut: 269<sup>2</sup>, 270<sup>3</sup>; articles  
of agreement, 34<sup>1</sup>; assembly act con-  
cerning, 272<sup>4</sup>; Connecticut river as  
boundary, 463<sup>6</sup>;  
commissioners: 279<sup>4</sup>; appointed,  
297<sup>8</sup>; instructions to, 298<sup>6</sup>; report,  
299<sup>3</sup>

The subjects here are really three: (1) Boundaries (2) Boundaries, Connecticut (3) Boundaries, Connecticut, commissioners; the last entry stated in full in the natural order would be: Report of the commissioners on the boundaries of Connecticut.

The sub-subhead, illustrated by "commissioners" in the last example, is seldom needed, but removes a difficulty as serious as it is infrequent. For examples of forms used in line indexes, see page 38. In paragraphed indexes [see page 37] subheads should follow the single modifications, whether these have been grouped in order of entry or alphabetically, and should be given in alphabetic sequence unless a logical order is plainly more useful. In the entry a line index modifications and subheads are arranged in one alphabet.

#### ARRANGEMENT OF CROSS REFERENCES

In paragraphed indexes all cross references are arranged alphabetically after all modifications, whether the latter are in a single

group under main heading or divided among subheads. In line indexes general references from one subject to another are alphabetized at the end, but a reference from a specific modification follows that modification.

#### EDITING

**Cooperative work.** The importance of careful editing can hardly be overemphasized. Where many hands have been at work inconsistencies and omissions are inevitable. *Poole's Index to Periodical Literature*, prepared with the cooperation of the American Library Association, an invaluable tool to librarians, illustrates the dangers attending cooperative work. Material is divided between the headings "Country life" and "Rural life," "X-rays" and "Roentgen rays," "Cycling" and "Bicycling," with incomplete cross reference or none at all. Under "Eddystone lighthouse" three references are given, while in the same volume [1882-87] a fourth paper appears under "Lighthouses on the Eddystone rocks," no cross reference being provided with either heading. In the volume covering 1887-92 the headings "Athlete," "Athletic clubs," "Athletic sports" and "Athletics" are given. These include entries of articles on athletics in Harvard, Amherst, Cornell, and in France, Switzerland, etc.; but under the heading "Harvard" are found entries on the athletic controversy at Harvard and on football at Harvard, and under "Eton" an entry on athletics at Eton, not repeated under "Athletics." There are no connecting cross references. To happen on these things shakes the searcher's confidence; he wonders how many more stray entries might be found under other headings. The natural and often justifiable impulse in indexing magazine articles, to accept the title word if it satisfactorily represents the subject results, when one hundred and fifty periodicals are indexed by fifty persons working independently, in the scattering of identical subjects under many more or less synonymous headings. Only he who gathers the converging threads can see all the material, and to bring it into proper relation and secure a consistent whole will tax his vigilance to the utmost. Though the urgency of revision is specially evident in cooperative work, it is not less true that the work of one person needs sharp scrutiny after all the material is in hand.

**Points to be corrected in editing.** It is usually a waste of time to attempt final editing till all slips are alphabetized, so that the indexer can consult any heading from A to Z. It is at this point that new relations reveal themselves and inconsistencies, unavoidable

in an index of much length, are most easily detected. They will be found in forms of headings, fulness of indexing, wording of modifications and use of cross references. Many of them may be caught by reading the slips through slowly, but the most glaring omissions and inaccuracies are discovered through a conscientious comparison of synonymous or allied headings. This frequently leads to extensive changes; for example, transferring modifications from one heading to another and substituting cross references; changing a "see" reference to a duplication or partial duplication of matter under a related heading; cutting out a heading and dividing its modifications among other more specific headings, condensing a number of modifications into one by broadening the statement, or substituting for a too comprehensive modification more specific ones. Such radical changes can not be made without frequent reference to the text, particularly if the matter referred to is not clearly in mind.

**Synonyms.** The synonyms of subject headings must be considered and, if any of value have been previously overlooked, either cross references or added entries must be made.

**Cross references.** New cross references must sometimes be made to link related headings [see Cross references, page 20] and cross references already made must be carefully traced throughout the slips, or the reader will find references to headings which have been cut out and none to those which take their place.

**Class and specific headings.** Class and specific headings require careful editing. For instance, if "Zoology" is made a heading, recall its subdivisions and if any have been brought out as headings see that cross reference to them is made. If both "Animals" and "Zoology" have been used, discard one heading if possible, retaining the one more appropriate to the text; make reference in either case; for example,

Zoology, *see* Animals  
Animals, *see also* Baboon; Fox; Lion  
Birds, *see also* Robin; Vireo

If there are entries under a great number of species, it may be better to substitute a general reference:

Animals, *see also* names of animals  
Birds, *see also* names of birds

This form is rarely preferable except in "growing indexes."

Take care that no reference to a special animal or bird is entered under the general instead of under the more specific heading.

When it is decided late in the work to throw certain matter under a subhead or sub-subhead, make sure that its modifications are reworded to suit the new arrangement, and that under it is placed every modification which rightfully belongs there.

**Cancelations.** Superfluous words which have been allowed to stand on the slips should now be canceled and words injudiciously canceled on slips be restored [see page 17].

Questions of doubtful treatment, which have been noted on the slips in verifying, must be settled and the notes canceled to prevent confusing the assistant when copying or mounting slips.

Finally, any desired rearrangement in order of modifications must be made.

#### FORMS OF PRINTING

**Style.** The two commonest forms of index are (1) paragraphed and (2) entry a line. Both forms have hanging indention, that is, every heading begins flush with the left side of the column, and each succeeding line is indented or set in.

**1 Paragraphed index.** In the paragraphed index, the modifications and references under headings follow close on each other, forming a block or solid column. The paragraph is broken for: (a) a subhead, distinguished by first indention; (b) a sub-subhead, having second indention; (c) a cross reference after subhead or sub-subhead, which is in a line with preceding modifications; for example,

Tables, description, 51<sup>2</sup>. *See also*  
Statistics

Technical schools, bulletin on, 16<sup>4</sup>;  
power to grant certificates, 51<sup>6</sup>,  
135<sup>9</sup>-36<sup>2</sup>; legislation affecting, 137<sup>2</sup>-  
40<sup>3</sup>;

statistics: 74-81, 475-91; com-  
mencement, 478; days in session,  
73, 478; incorporation, 476; prop-  
erty, 484-87; students, 480-82

*See also* Professional schools; Uni-  
versities, statistics

Temple Grove seminary, Saratoga  
Springs, statistics, 526-41

**2 Entry a line index.** This differs in arrangement of modifications and subheads. Each modification after the first begins a



line, slightly indented (1 em) under the heading, forming an even column at the left, unbroken except when a modification overruns the line. Subheads have the same arrangement, but a deeper indention. This form is most commonly used for word and name indexes and is much easier to refer to than the paragraphed index, but occupies more space; for example,

Earnings, *see* Wages

Editors, 2534

Education, 164-718; 1187-88

boards of, 191, 207, 217-36, 264 (1 em indention)

277, 320 (3 ems " ,

city boards, 164, 202, 256-57, (2 ems " )

331-32, 409 (3 ems " )

county boards, 164, 168, 174

district boards, 174-75, 351

state boards, 164, 175

territorial boards, 170

higher, 525-99

professional, 590-99

*See also* Schools; Universities

Educational bulletins, 225

corporations, 1227, 1234-35, 1662

institutions, 1405, 1493-98, 2998

*See also* Schools; Universities

journals, 164

Ejectment, 2875-78

**3 Combined form.** By a combination of the paragraphed and entry a line index it is possible to secure much of the condensation of the first with the prominent alphabetizing of the second in modifications which do not lend themselves easily to the entry a line form; for example,

Bird psychology, 46

courage, 28

dissimulation, 32

individuality, 10-11

inherited instincts, 27

intelligence shown in

building, 52; bringing up young,

18; cooperation, 18; getting food,

262; protecting young, 39; strat-

egy, 39-40

play impulse, 75

storing habit, 133

[From Merriam's *Birds of Village and Field*, Houghton]

## COPYING

**General rules.** The following rules apply to both paragraphed and entry a line forms:

Write legibly in black ink on only one side of uniform sheets; make sure that figures and punctuation can not be mistaken. Leave wide margin at left and generous spaces between lines to allow interpolation. Keep headings in vertical line, indenting about an inch modifications which overrun the width of the page.

Write each heading once and pay no attention to its repetition on the slips, copying only the modifications. Take out all the slips under one heading when its copying is begun, making certain where the next heading begins.

**"See" and "See also."** In references from one heading to another, the word "see" should be preceded by a comma and written with a small *s*; but "See also," which always stands at the beginning of a sentence, should be preceded by a period and written with a capital *S*; underline in both cases, to indicate italic type. Write words "see" and "see also" only once, but begin each heading referred to with a capital, and separate them by semicolons.

**Period.** Omit periods at ends of paragraphs.

**Dates in italic.** Underline all dates for italic type; for example, *Principals council, 1893, 14<sup>5</sup>*

**Inclusive figures.** Write inclusive figures thus:

4-17	175-76	2107-209
27-29	137-233	2137-38
107-9	2007-9	1987-2000

That is, write out last two figures of second paging, except where a naught preceding the last figure or a change in the initial figure interferes with the rule.

**Abbreviations.** Write out words which have been abbreviated on the slips if the short form would offend on the printed page; for example, "and," not "&," "examinations," not "exams." Abbreviations may be used somewhat more freely in an index than elsewhere, but should not be multiplied to confusion. If an elaborate system is employed under urgent need of economy of space, a running footnote should be given referring to the page where the explanatory table is to be found.

**Space between letters.** Leave extra space between initial A and B, and so on throughout the alphabet, inserting the word "slug."

Draw a line (or "ring") round this and other directions, the "ring" being the sign to the printer that words are not to be printed.

**Numbered sheets.** Number finished sheets consecutively with large figures in upper right-hand corner. Do not roll or fold.

**Special rules for paragraphed index.** The following rules apply only to the paragraphed index:

Separate modifications under each heading by semicolon.

Indent subheads; but if modifications under subheads overrun the width of the page, bring second and following lines out to the vertical line of modifications under heading. In case of sub-subhead, indent again and bring second and following lines out to vertical line of first subhead. Follow the page reference immediately preceding the indented subhead by a semicolon, and separate the subhead and its modifications by a colon [see illustrations, page 38].

**Special rules for entry a line.** Begin each modification on a new line. Do not capitalize first word of modifications unless it is a proper name or other word which under editing rules requires a capital.

**First word.** If several entries begin with the same word, do not repeat unless necessary to prevent ambiguity [see page 41] but indent modifications; for example,

Cotton, 1546  
factory insurance companies, 1773  
gins, 502  
seed meal, 1473

Follow the same principle where several modifications under heading begin with the same word, using a second indention.

**"See also."** "See also" should be written with a capital S, on a separate line, with a second indention, and underlined for italic type [see illustrations, page 38].

**Combined word and subject index.** In rare instances a combination of the word index and subject index is desirable. In this case, apply rules for line index to lists of words more easily consulted in that form, and rules for paragraphed index to all other headings.

#### PASTING

A much quicker method of preparing slips for printing is to paste them consecutively on large sheets of paper, overlapping them when the entry does not cover the whole slip. If, after editing,

the slips are perfectly legible, this method is feasible (1) when the index is not too complicated; (2) when the slips will not be needed again. In case of separate volumes of a set of numbers of a series the consolidated index is most easily constructed from the slips of the separate indexes, with careful reediting. Slips should also be preserved in case of annual reports similar in plan from year to year, when changing the page references will often save half the word of slip writing.

#### FINAL PREPARATION FOR PRINTER

If the index is copied, the manuscript must be carefully compared with the slips. This is most quickly and accurately done by two persons, the assistant reading aloud from the slips while the indexer follows the copy. The reader must give carefully not only words, but significant punctuation and the spelling of proper names where there is a possibility of mistake.

Take care that in case of persons with same surname or wholly identical names, or of words identical in spelling but different in meaning (homonyms), the heading is repeated. Otherwise ludicrous mistakes are likely to occur, most often in line indexes; for example,

Lead, copper  
metallurgy  
kindly light (Newman)  
poisoning

or (from the index to Bartlett's *Familiar Quotations*)

Sow for him, build for him, 470  
he that observeth the wind shall not, 831  
thy seed in the morning, 831  
wrong, by the ear, 17, 785  
ye are like to reap, as you, 214

**Type.** Indicate use of heavier type for the first word under a new letter by a colored pencil line, and state its meaning on the sheet of directions to printer unless already understood. On the same sheet indicate type and leading for the whole index, dimensions of page and width of column.

**Indention.** If the indention is usual, mark it only once in the margin of copy of first page, taking care to "ring" all such explanatory matter to make plain that it is not to be set up. Indicate indention of subheads and sub-subheads by outlining a small square, the printer's sign for indention, in the margin where they occur.

If the indention is to be more than 1 em, write the number of ems in the rectangle; for example

	Education, 164-718, 1187-88
1 em	boards of, 191, 207, 217-36, 264,
3 ems	277, 320
2 ems	city boards, 218, 223, 2223,
	2227, 2231, 2233, 2243, 2245,
	2267, 2283, 2350
	county boards, 2230, 2235, 2240

**Pasted copy.** If the slips have been pasted, all the omissions and corrections that would have been made in copying must be indicated. Cross out all repetitions of a heading and, if the index is to be printed in paragraphed form, connect the modifications by semicolons and tracers. Correct illegible letters and figures, inaccurate punctuation and capitalization, and write in the necessary marginal directions as on ordinary copy. This is particular work and should always be done by the indexer. Last of all run quickly over the alphabetizing of headings which may have become slightly disarranged in copying or pasting and failed to catch the reviser's attention, directed to details of individual entries.

#### PROOFREADING

The proofs should be carefully read by the indexer, with mind alert for mistakes and omissions, whether his own or the compositor's. The alphabetizing should again be gone over, preferably in page proofs after most of the corrections have been made. On page proof also the heading, followed by the word "continued" in curves and italicized, must be inserted wherever entries overrun a column; for example,

Property, 377	Property ( <i>continued</i> )
action affecting, 739	lines, 386
conveyances of, 392	personal, 400
damages to, 384	real estate, 379
judicial sales, 736	titles to, 381

It is also well in a long index which has come from the printer in sections, to verify all cross references on the final proof, to make sure that none have been invalidated by alterations while the work was in progress. These are hard sayings because they involve drudgery; but the indexer who lacks patience to take infinite pains for the sake of verbal accuracy, to be vigilant to the verge of

fussiness, has missed his vocation, however great his mental power and learning. An erroneous reference is a bibliographic crime.

#### INDEXING PERIODICALS

**Classified and alphabetic indexes.** There is no branch of indexing more important at present than indexing periodicals and, unfortunately, few serial publications are indexed completely or according to a rational plan. Many offer instead of a true table of subjects in one alphabet, several alphabetic lists of titles or subjects found in the various departments of the magazine, under such headings as "The week," "Editorial," "Contributed articles," "Correspondence." This forces the seeker to consult several alphabets to obtain all material on a given subject, and often separates statements of fact from editorial comment or the criticism of correspondents.

In the London *Academy's* index (1912) are found alphabets under the following headings: Art, Articles, Correspondence, Imperial and foreign affairs, Literary retrospects (entered under three dates, each subdivided into Articles, Poetry, Reviews), Poetry, Reviews (much the longest alphabet), The theatre. Besides these alphabets there are blocks of mere page citations of matter not otherwise indexed, under Books received, Finance, Motoring and aviation, Music, Notes and news, Notes of the week. The index is unsatisfactory also in that it contains no author entries and does not make the inversions of book titles which are often necessary; we find "Life of Edward Montague," "Life of Cæsar Borgia," "Life of George Meredith," "Memories of James McNeill Whistler," but no entries under names of biographees or authors. In another volume the biography of Dr Henry Coward, by J. A. Rodgers, is to be found only under Dr. No less elaborate and involved in plan is the index of the ancient and honorable London *Spectator*, where we find alphabets under Topics of the day (the main editorials), Poetry, Art, Music, The theatre, Books: authors, Books: subjects, Current literature and books of the week, Correspondence (indexed by subject), Leading paragraphs (editorial comment and notes of the week), which is subdivided as Home news, Parliament, Colonial, Foreign (the last two again alphabetically subdivided by country) and Obituary! The *Saturday Review* divides into Leaders, Middles: titles, Middles: writers, Correspondence (by title), and Reviews, where books are entered by title alone, without any clue to authorship.

It is gratifying, however, to note that there is at present a marked tendency to reform these inconvenient methods. The *New York Nation*, which was for many years most unsatisfactorily indexed in seven alphabets, is now much more conveniently arranged in two. Miscellaneous matter, including all subjects, whether treated in brief editorial notes or formal articles, together with names of correspondents and other contributors whose signatures appear, are in one alphabet, with book reviews and notices, entered under author only, in an alphabet following. The London *Athenaeum*, formerly indexed in no less than twenty-seven divisions, is now in a single alphabet, which includes book titles and author entries. We need only turn from this admirable index to that of the *Academy*, to appreciate the superiority of the *Athenaeum* plan.

There are three types of periodical indexes: (1) the index to the volume; (2) the index to a series of volumes of a single periodical, for example, *Atlantic Monthly*, *Engineering News*; (3) the cumulative index to a large number of periodicals of varying scope and frequency of issue, for example, *Poole's Index to Periodical Literature* or the *Readers' Guide to Periodical Literature* which has succeeded that famous pioneer in the field. The form of citation for the three types will differ. Satisfactory entries for the first, or volume index, would be:

Catholicism and the future, by R. H. Benson, 166  
Benson, R. H. Catholicism and the future, 166

For the second kind, the index to the series of volumes, the following form should be used:

Catholicism and the future, by R. H. Benson, 106:166

For the general index of the Poole type the entry must be further amplified to read:

Catholicism and the future. R. H. Benson. Atl.m. 106:166

In some indexes the date of publication is also indicated; for example,

Atl.m. 91:283-85. F. '03

The three types will differ also in the fulness with which the magazines are indexed. The original Poole brought out subjects only; its latest issues entered under author also after the plan of the *Readers' Guide*, but neither has attempted to index more than

the main articles. Volume indexes should supplement them with more thorough work, so that the seeker may find through them editorial comment, correspondence etc. on various subjects. Few periodical indexes are as full as they ought to be. In many it is thought sufficient to enter under title without attempt to indicate subject when it is not evident there; but it is the subject which is of chief importance. Many general reviews which are divided into departments ignore in the index short editorial comments, correspondence etc.; yet sometimes valuable matter appears in these sections — often significant comment on longer contributed papers or editorials, which should be linked in the index with the material to which it is related.

**Author and title entry.** At present a large proportion of indexes to general reviews omit author entry. The ideal index should provide it, and the literary magazines now somewhat generally recognize authors as well as titles in their volume indexes. The *Atlantic* now has four alphabets: Titles: prose, Titles: poetry, Index by authors, The contributors club. In order to bring the subject to the front, many titles are entered in inverted as well as in the natural order; for example,

Sierra, My first summer in the, John Muir  
as well as

My first summer in the Sierra

but no effort is made to provide subject entries where the title does not reveal them. For instance, a whimsical paper by Elwood Hendrick on war and the possibility of civilizing and controlling it by means of an International *Code Duello* is entitled "Why not?" and is indexed only under that title and the author's name. This lazy kind of indexing is very unsatisfactory. Where the title plainly indicates the subject, the key word should be brought to the front by inversion, if necessary; for example

Cromwell, Constitutional experiments of

Here a second entry in the natural order might well be made for readers seeking national or constitutional history.

Cuba, American misgovernment of  
Gilbert, Mrs, Stage reminiscences of  
Art and philosophy, Ancient feud between

Here a possible second entry should be under "Philosophy" rather than "Ancient."



Mere inversion of title will not, however, always produce satisfactory results, as is easily illustrated: "Mule go, Must the canal?" does not properly represent a discussion of the use of electric motors on canals. "Better, The less of it the" is not an illuminating entry. It may sometimes be necessary to good sense, and therefore justifiable, to make slight alterations in form when titles are inverted, for example,

Lamp, Maggie Murphy incandescent  
Halibut, Shipping the Pacific coast east

would be better represented by

Lamp, incandescent; The Maggie Murphy  
Halibut, Shipping east from Pacific coast.<sup>1</sup>

The searcher who comes to the index for a certain subject without previous knowledge of the actual content of the volume must find his clue under subject. He knows nothing of picturesque titles invented to attract persons not previously conscious of interest in the topic. Nor does the average reader of periodicals often recall the exact title of an article, and unless it is odd or striking enough to remain in his memory his search is always for the person, place or subject written about or the author of an interesting essay or clever story, the title of which was of minor importance and quickly forgotten. Therefore, if both subject and title can not be included, omit the title entry.

**Striking titles.** In some instances, however, entries should be made under titles which afford no clue to the real subject. A paper by Bradford Torrey on the habits of humming birds was published in the *Atlantic Monthly*, under the title "A Widow and Twins." This striking title might easily remain in the reader's mind whether he had read the paper or simply glanced through the table of contents with a view to future reading, and it is properly brought out under

"Widow and twins, A." Bradford Torrey

The subject entry would be:

Humming birds: A widow and twins. Bradford Torrey

and an author entry:

Torrey, Bradford, A widow and twins

---

<sup>1</sup> These examples of "how not to do it" are taken from existing indexes.

would meet the needs of those in search of Mr Torrey's writings. Subject and title entries for the paper "Hunting Big Game with the Camera" might be as follows:

Photography of animals. Hunting big game with the camera  
 Animal photography. Hunting big game with the camera  
 Camera, Hunting big game with the

The first entry is imperative, the second desirable; the third might be spared without serious loss if strict economy of space must be practised.

An exception is made of fiction and poetry, which are in most cases best entered under first word of title not an article [see also page 48].

**Series on one subject.** Where a series of articles on one general subject but with considerable variety of title is to be indexed, they should be assembled in alphabetic order under the general subject heading; or, a reference may be made from the subject to the name of the writer, under which the several titles should appear; for example

Boer war, papers by James Barnes  
 Between two battlefields  
 Boer war in pictures  
 Cronje, Capture of  
 From the Cape to the front  
 Modder river, At

or

Boer war, *see* Barnes, James  
 Barnes, James  
 Between two battlefields  
 Boer war in pictures  
 Cronje, Capture of  
 etc.

**Book reviews and poetry.** The only exception to the rule already quoted that an index should be one and indivisible [see page 7] is in favor of grouping book reviews and poems by themselves, either at the end, as the *Nation* now does, or under B and P in the main alphabet. The reason for this treatment of book notices is that they constitute a peculiar class of entries often sought as such, and if dispersed by initial through the main alphabet of subjects and authors would be easily confused with entries of a different character, and even if distinguished by a symbol would be traced with some effort. It is, therefore, hardly a violation of the general rule to treat "Book notices" as a subject heading and

alphabet under it, and the superior convenience of that arrangement is generally conceded by those who have most occasion to consult reviews. This group should include all the critical estimates of books which the volume contains, whether found in a department specially devoted to reviews or under some individual title in the body of the magazine. The book reviews which appear from time to time in the *Atlantic Monthly*, grouped under attractive general titles, are only recognized in the index under those titles and the reviewer's name. Dean Hodges reviews eleven books on religious subjects under the caption "Christ among the Doctors" (Atl.m. 106:482-90) and Margaret Sherwood notices eighteen novels as "Old Friends and New," but not a single author or title of these twenty-nine volumes appears in the index. "Books New and Old: American finance" is the only alphabetical key to reviews of Mitchell's *History of Greenbacks*, Hepburn's *History of Coinage and Currency in the United States*, Stanwood's *American Tariff Controversies* and Oberholtzer's biography of *Robert Morris* (Atl.m. 94:129-35).

"Books New and Old: Books and the Hour by H. W. Boynton" shelters and conceals Dowden's *Browning*, Benson's *Rosetti*, Pickard's *Whittierland*, Leslie Stephen's *English Literature and Society in the Nineteenth Century*, Maeterlinck's *Double Garden*, H. G. Wells's *Mankind in the Making* and other miscellaneous titles, as well as appended reviews of several volumes of reminiscences and diaries, signed by S.M.F. who in the author index proves to be S.M.Francis. We do not quarrel with these titles, which are often beguiling, and are welcomed in the fresh magazine, but why make the reader labor so hard to trace a review which he wishes to refer to later? A critical paper entitled "Six Notable Novels" need hardly appear in the index under title, but each of the six novels must be brought out. If several books on a single subject are grouped for review under a significant title, for example, "Tuscan Sculpture" or "The Praise of Switzerland," it may be well not only to enter the books reviewed under "Book notices," but also to bring out such title in the main alphabet.

Poems are separately grouped for similar reasons. They form a class by themselves; persons seeking them probably will not remember exact titles but can quickly identify a poem sought in a comparatively small group. Perhaps the most satisfactory plan is to alphabet titles, followed by author's surname, under the heading "Poems," and enter each poem also under author in the general

alphabet, the word "poem" following the title in curves; for example,

Poems

Three things. Scollard

Watcher, The. Dickinson

In the main alphabet:

Dickinson, Martha G. The watcher (poem)

Scollard, Clinton. Three things (poem)

The importance of author entry is specially evident in case of poems, which do not often lend themselves readily to subject entry and frequently have fanciful titles furnishing no salient alphabetic key word. It is plainly better to enter under title in the natural order such poems as Eugene Field's verses *To a Usurper*, addressed to his little son, George H. Stacy's *In Days Like These*, a prayer for the country written during the Spanish War, James Whitcomb Riley's *Happy Little Cripple*, Emily Dickinson's *Called Back*, Mary Thacher Higginson's love poem *In the Dark*, than to make any attempt at subject entry. Nor would anything be gained by inverting the titles. Many readers, however, recalling the poems seen in a magazine, would seek them first under the author's name [see page 46].

#### RULES FOR FORM OF HEADING

The following specific rules are those in most general use. Many may be found in more detail and with numerous illustrations in C: A. Cutter's *Rules for a Dictionary Catalogue*. In following them remember that if a form of name chosen for entry in the index differs from any form in the text sufficiently to make its recognition doubtful, the text form must appear in the index with a cross reference to the form chosen. Rules 1, 3, 6, 9, 15, 17 furnish examples.

**Catalog rules not always applicable to index.** Bear in mind also that the rules quoted are primarily cataloging rules and that many of them apply without question only to the more formal type of index suitable for bibliographies. Rules which are important to secure uniformity in a catalog may be absurd applied to a book index, because the catalog relates to many books, and continually grows, while the index pertains only to a single work, and is fixed. In ordinary book indexing it is generally better to use forms of name entry in general accord with the custom of the text indexed, making references from other forms only when the average reader

would be likely to seek them. Bearing these modifications in mind the rules following will be of material aid in deciding doubtful questions.

**1 Pseudonym.** Index under the real name, with reference from the pseudonym, unless the pseudonym is decidedly better known; for example

Clemens, Samuel L.  
Twain, Mark, *pseud.* *see* Clemens, Samuel L.  
*but* Greenwood, Grace, *pseud.*  
Lippincott, Mrs S. J. *see* Greenwood, Grace

**2 Joint authors.** When an essay or article has two authors, index thus:

Johnson, R. A. & Richards, O.W. Oxford liberalism  
Richards, O.W. & Johnson, R. A. Oxford liberalism

If more than two, in very full bibliographic work index under each in this form:

Miller, C. G. & *others.* Trust question

In ordinary indexing a single entry under the first author's name as above is generally sufficient.

**3 Changed name.** Index under last well-known form, making reference from other forms if necessary; for example,

Jackson, Mrs Helen Hunt  
Hunt, Helen, *see* Jackson, Mrs Helen Hunt

*but* Wiggin, Mrs Kate Douglas [no reference from Riggs]

If later Mrs Riggs should write under the name of Riggs, a reference or change of entry form would become necessary.

**4 Compound name.** Index English compound surnames under the first part, with reference from other parts, unless it is known that the author's own usage or the custom of his country favors entry under some other part of the name than the first, when the rule should be reversed; for example,

Baring-Gould, Sabine  
Gould, Sabine Baring-, *see* Baring-Gould, Sabine

Index foreign names under first part; for example

Duplessis-Bochart, Guillaume Guillemot

**5 Name with preposition.** Index English and French surnames beginning with a preposition (except the French *de* and *d'*) under

preposition; in other languages, under word following. Make references from other forms likely to be looked for; for example,

La Fontaine, Jean de  
Goethe, Johann Wolfgang von  
Vinci, Leonardo da  
Da Vinci Leonardo, *see* Vinci Leonardo da

But if such a name is anglicized, enter it under preposition; for example,

De Quincey, Thomas  
Van Rensselaer, Stephen

**6 Noblemen.** Index under highest title unless the family name or a lower title is decidedly better known, and make references from other forms when necessary; for example,

Chesterfield, Philip Dormer Stanhope, earl of  
*not* Stanhope, P.D. earl of Chesterfield  
*but* Walpole, Robert  
*not* Orford, Robert Walpole, earl of

**7 Popes, sovereigns etc.** Index popes, saints, sovereigns, princes, orientals and all others known only by their first names under forename, with reference when necessary; for example,

Napoleon  
Bonaparte, *see* Napoleon  
Victoria, queen of England  
Omar Khayyam  
Khayyam, Omar, *see* Omar Khayyam

**8 Ecclesiastical dignitaries.** Index under surnames, except popes; for example,

Newman, J.H. cardinal  
Potter, H.C. bishop of New York  
Pius X

**9 Foreign names.** Index under English form unless foreign form is better known; for example,

Cologne, *not* Köln  
Raphael, *not* Raffaello  
*but* Giovanni *not* John

**10 Geographic names.** Index names of capes, lakes, forts, mountains, gulfs, bays etc. under the distinctive part of name,

unless prefix and name have come to be inseparable in thought; for example,

Erie, Lake	<i>but</i> Fort Wayne [city]
Rainier, Mount	Lake of the Woods
Good Hope, Cape of	Bay of Islands
Biscay, Bay of	Isles of Shoals

**11 Anonymous writings.** Index anonymous essays, magazine articles or book titles under title, ignoring articles or introductory phrases; except in biographies, and in many cases historical matter, when entry under person or places is sufficient, unless title is striking enough to be sought for [see page 57].

**12 Biography.** Index biographic matter under subject as well as author.

**13 Official publications.** Index official publications under the country, city, society, institution, convention or other body responsible for them. In case of government departments, index under bureau or office concerned, inverting to bring the distinctive term first, except where entries under country are so few that no sub-grouping will be required. Make references from the larger division if desirable; for example,

United States, Education, Bureau of  
*not* United States, Department of the Interior, Bureau of education

Note that this applies positively only to bibliographies and catalogs. In many book indexes it is much wiser to pass over country name and enter directly under the subject word; for example, Education.

Prefer name of office to official title of officer, but index under officer when the office has no name; for example,

Illinois, state entomologist

**14 Person vs. officer.** In ordinary book and current periodical indexing, enter under personal name rather than official title. In elaborate historical work, however, the following rule formulated for growing catalogs may be useful:

Distinguish carefully between official and personal writings. Index opinions of judges in a suit under name of court, but opinion of single judge under his name. Index presidents messages under

"President," personal writings under his name. Make all necessary references.

**15 Societies, institutions.** Index national and nonlocal societies, political parties, universities etc. under official name, with necessary references from place or any other form, for example,

American society of civil engineers

Civil engineers, American society of, *see* American society of civil engineers

Engineers, civil, *see* Civil engineers, *or* (if there are no entries under that heading) American society of civil engineers

Republican party

University of Chicago

Chicago university, *see* University of Chicago

Index local societies, schools, churches, art galleries, libraries and other institutions not national under name of place where situated unless known by a distinctive name, when reference from place should be freely added; for example,

Royal Society of London

London, Royal Society, *see* Royal Society of London

Masten Park High School, Buffalo

Buffalo, Masten Park High School, *see* Masten Park High School

Trinity Church, New York City

New York City, Trinity Church, *see* Trinity Church

Newark (N. Y.) First Presbyterian Church

Boston Public Library

Astor Library, New York City

New York City, Astor Library, *see* Astor Library

**16 Periodicals.** Index name under first word of title not an article. If the organ of a society or club, index under name of periodical, with reference from society; but index regular proceedings or transactions of a society under its name; for example,

Journal of the Franklin Institute

Franklin Institute, Journal, *see* Journal of the Franklin Institute

American Institute of Electrical Engineers, Transactions

**17 Conventions, expositions.** Index conventions, congresses and expositions under name if distinctive, with reference from place and other forms of name; under place if better known by it; for example,

Centennial Exhibition, Philadelphia

Philadelphia, Centennial Exhibition, *see* Centennial Exhibition

Paris Exposition, 1902



**18 Committees.** Index under names of bodies to which they belong; for example,

United States Congress, manufactures, House committee on

See also rule 13 and note.

**19 Petitions.** Index petitions or publications of any unorganized class under place; for example, "Petition of merchants of Chicago" under "Chicago, merchants."

**20 Ships.** In general, index under first word; but if named after a person whose surname is given in full, and specially where only a title of honor or initials of Christian name accompany surname, enter under surname; add word "vessel" or a more specific term if desirable, in curves; for example,

Ellen R. (vessel)  
Mary Jane (tug)  
Golden Fleece (sloop)  
Sherman, Gen. W. T. (vessel)

This rule must sometimes be set aside in order to follow common usage, which varies greatly; if a vessel is generally spoken of by the full name enter, for example,

Dean Richmond  
Mary Powell

#### RULES FOR AUTHOR AND TITLE

For choice and form of author headings, see Rules for form of heading, page 49.

**Full or shortened names.** The fulness of authors' names must be determined by the nature and use of the index. If an index containing personal names is likely to be used in genealogic research, full names should be given. In many cases the form as it occurs in the text is preferable; but for the average book index and for indexes to a series of volumes containing the same name in various forms the common rule is to enter single forenames in full, but to use initials only if more than one, unless two or more persons have the same surname and initials. This rule, like all others, should be followed in the light of common sense. The entry

Jones, J. P., Journal

acquires new interest and significance, and therefore greater usefulness, if amplified to

Jones, John Paul, Journal

**Titles in text.** When titles of books mentioned or discussed in the regular text are to be included in the index, enter them as modifications under author's name, but italicized to distinguish them from other modifications; for example (in life of Goethe)

Lessing, G.E., 1:3; *Philotas*, 64; *Laokoon*, 81; *Minna*, 88; in Leipzig, 96; *Emilia Galotti*, 190; death, 397, 2:92; *Nathan*, 196

In indexing biography or criticism of a single author, index works under first word of title not an article, omitting insignificant introductory expressions; for example (if example just quoted were in a life of Lessing)

*Philotas*, date of publication, 1:64  
*Laokoon*, Goethe's opinion of, 1:81

**Book lists.** In indexing classed lists of books, in library or publishing work, where ready reference is of first importance and justifies the use of more space, a better method is to divide the kinds of modifications, placing the subject modifications first in a paragraph and alphabetizing titles in separate lines; for example,

Scott, Walter, biography and criticism, 43<sup>6</sup>-44<sup>5</sup>, 62<sup>3</sup>-72<sup>4</sup>  
 ——— Complete poetical works, 91<sup>5</sup>  
 ——— Fair maid of Perth, 72<sup>7</sup>  
 ——— Guy Mannering, 72<sup>9</sup>  
 ——— Ivanhoe, 92<sup>8</sup>

The use of the dash for repetition of heading is well recognized, saves space and in most cases reduces entries to a line, facilitating reference. In case of joint authorship two dashes are used, for example,

Howell, G.R. Date of settlement of colony of New York, 326<sup>3</sup>  
 ——— Early history of Southampton, 460<sup>4</sup>  
 ——— & Tenney, Jonathan. Bicentennial history of Albany, 486<sup>6</sup>  
 ——— ——— County of Schenectady, 498<sup>7</sup>

The same method is followed in "body as author" headings, that is, books published by a society, corporation or organized body of any kind; for example,

Danbury (Ct.), 256<sup>4</sup>-57<sup>1</sup>  
 ——— Town records of births, 256<sup>5</sup>  
 Danbury, First Congregational Church. Bicentennial celebration, 256<sup>6</sup>

"The word "Danbury" is repeated in the last entry, because Danbury alone, which the dash would represent, is not the complete form for the author.

When for convenience or clearness explanatory matter is to be added, curves may be introduced; for example (for authors in a list of biographies)

Alcott, L. M. 43<sup>6</sup> (Bolton); 53<sup>8</sup> (Cheney)  
 ——— Life, letters and journals, 53<sup>7</sup>

Where such an arbitrary scheme is employed, however, an explanation should preface the index, such as: "In biography entries, authors' names are given in curves."

Title entry is most common in indexes to periodicals and classed book lists. Neither differentiation of type nor use of quotes is necessary, owing to absence or infrequency of subject entries, or uniform practice of indenting titles under subject headings, as in *Annual Literary Index* and *Poole's Index to Periodical Literature*. When author's name is to be added, the following forms are in common use:

Conduct of life. (Emerson), 56<sup>2</sup>  
 Conduct of life. R. W. Emerson, 56<sup>2</sup>  
 Conduct of life. Emerson, 56<sup>2</sup>  
 Conduct of life. Emerson, R.W.....56<sup>2</sup>

Use of leaders in the last example is unnecessary and confusing to the eye, and is being very generally discarded; nor should the author's name be inverted except in certain elaborate catalogs and bibliographies where it is desirable to alphabet surnames under heading [see page 17].

In general, with the exceptions indicated in the following rules, index under first word, entering title in the natural order, but omit all unnecessary words; for example,

David Grieve *for* History of David Grieve  
 Lafayette *for* Life of Lafayette  
*but* Life of George Washington studied anew  
*also* Washington, George, life studied anew  
 Geography and history of Shantung  
*for* General outlines of the geography and history of the Province of  
 Shantung; a sketch of its missions and notes of a journey to the  
 tomb of Confucius

In indexing book lists, shorten lengthy titles of old books, by rewording if necessary, being careful to choose the important part of title and to express it correctly; for example,

Opinion on establishing courts of justice in New York colony  
*for* Mr Smith's opinion humbly offered to the general assembly of the colony of New York on the 7th of June 1734 at their request, occasioned by sundry petitions of the city of New York, Westchester county and Queens county praying an establishment of courts of justice within the said colony by act of the Legislature.

In applying the above rules, note that they refer strictly to title entry and to entry of title under author. Strict title entries may be superfluous even in title book lists when the subject side is emphasized by inverting title to enter under the subject word.

In indexing under title, that is, title entry, transpose an article or introductory expression which has been retained for the sake of clearness; for example,

New England boyhood, A  
 Lady or the tiger, The  
 Sixth sense, The  
 Spanish literature, History of  
 Electric lighting, Guide to  
 Paris, Studies of

Omit alternative titles unless more significant than the first title; for example,

Italian child-life  
*for* Italian child-life; or, Marietta's good times  
 Hans Brinker  
*for* Hans Brinker; or, The silver skates

Index biographic titles under person treated of, a second entry under title being made only when it is striking enough to be looked for; for example,

Nelson, Horatio, Lord  
*for* Life of Horatio, Lord Nelson  
 Franklin, Benjamin, True story of  
*and* True story of Benjamin Franklin  
 Garfield, James A.  
*and* From the log cabin to the White House

#### RULES FOR ALPHABETING

Carry out the alphabetic principle strictly, in arranging headings, not disregarding it after the 3d, 4th, 13th or 14th letter. "Put

Constantinople before Constantinopolitanus on principle." This seems obvious, but the indexer is sometimes tempted to violate the rule in case of plurals for the sake of bringing related headings together; for example "Car" may be separated from "Cars" by "Caribbean sea," "Carrara," "Carriages," "Carriers" etc. Plurals ending in "ies" may be widely removed from their singulars ending in "y." In a large majority of cases all entries may be combined under a single form. If, however, this proves impracticable or too awkward, let each take its proper alphabetic place and connect them by cross references each way.

1 **General principles.** a "Nothing precedes something," or, to state the same idea inversely, "Something follows nothing." This obvious truism is often overlooked, though it is sufficient to settle many questions puzzling at first glance. Specific applications are stated as rules 7 and 9. Exception is made in rules 4 and 8, which relate to names and words variously printed. In applying it, consider the space between words as nothing and follow the principle thus:

Alphabet an entry by its first word, letter by letter as in a dictionary; if the word is the same in two or more entries, alphabet by the next word, and so on. Entries should first be arranged word by word and not alphabeted letter by letter throughout; for example,

Art and culture	<i>not</i> Art and culture
Art journal	Artesian wells
Art thoughts	Articles of religion
Artesian wells	Art journal
Articles of religion	Arts of design
Arts of design	Arts of the Athenians
Arts of the Athenians	Art thoughts

b Entries are alphabeted by the headings, whether these are complete in one word or made up of several words, modifications under heading being disregarded; for example,

Esopus, land patent, 99; powers of sheriff, 147; writs sent to, 148  
Esopus Indians, 113

Note that the principle applies even when there is no punctuation to separate heading from modification; for example,

Elm on Boston common  
Elm beetle

Here "on Boston common" is a modification of the subject "Elm," but because there is only one modification and the entry is in the natural order, no punctuation is required.

**2 Identical first words.** Persons precede places and places precede titles when first word is identical; for example,

Eliot, C. W.  
Eliot, L. A.  
Eliot (Me.)  
Eliot historical society  
Eliot miscellany

**3 Identical forenames and surnames.** Put forenames of rulers, princes, popes, saints and ancients before same names as surnames; for example,

George III  
George, Henry

**4 Surnames with prefixes.** Treat proper names beginning with particles as single words; for example,

Demetral, Louis	Demon, M.
De Meyer, Nicholas	Demorest, Alfred
De Mill, Peter	De Morest, John
De Milt, Obadiah	De Mott, Mathias
Demler, George	Demure, Christian

Alphabet abbreviated prefixes M' and Mc, S., St, Ste, as if written in full, Mac, Sanctus, Saint, Sainte; for example,

Mabuse, Jan	St Pierre, J.H.B.de
McCormick, C. H.	Saint-Simon, comte de
MacDonald, George	St Vincent, earl
	Salt, Sir Titus

This rule does not apply to L' and O' since the prefixes of which they are contractions are not pronounced; for example,

Lasher, John  
L'Asseur, Gabriel  
Latham, Beverley

**5 Surnames identical.** Put surname used alone before the same surname with only a title or with forename, and a surname with only a title before the same surname with initials or forename.

Alphabet together initials and forenames, an initial always preceding a name beginning with the same letter; for example,

Adams, ——	Adams, C.W.
Adams, Captain	Adams, J.L.
Adams, Major	Adams, James
Adams, A.J.	Adams, M.A.

**6 Whole names identical.** When names of different persons are identical, alphabet by distinguishing title, place of residence, occupation or dates, to be supplied if not given in text; for example,

Clark, Capt. Samuel  
 Clark, Rev. Samuel  
 Hill, James, of Glasgow  
 Hill, James, of London

**7 Compound names, personal and place.** Consider the compound parts, with or without a hyphen, as separate words, and alphabet accordingly; for example,

Dubois, T.K.	New Amsterdam
Du Bois-Ayme	New Lots
Dubois county	New Windsor
Dubois de la Cour, <i>pseud.</i>	New York
Dubois-Fontanelle, J.G.	Newburgh
Dubois-Melly, Charles	Newcastle

**8 Compound words.** The indexer is generally at liberty to decide on a single form for entry of certain words which can not be separated in thought without alteration of sense, but which are in common usage variously printed as one word, as two words, or with hyphen; for example, material found under "waterworks," "water-works," or "water works" may be massed under either form. The present tendency is to prefer the solidified word. Title entries, however, should preserve the exact forms given in the texts indexed, but be alphabeted uniformly as separate words; for example,

Hand book almanac  
 Handbook for hospitals  
 Hand book for school trustees  
 Hand-book for the piano-forte

**9 Umlaut.** Disregard umlauts unless words are otherwise alike, when the word without an umlaut precedes that with it; for example, Muller before Müller.

**10 Joint authors.** Place joint author entries after all entries of single author; for example,

Howell, G.R. Settlement of Southold  
——— & Tenney, Jonathan. Bicentennial History of Albany

**11 Titles under authors.** Arrange authors by preceding rules and under each author alphabet titles of his works.

**12 Elisions in titles.** Alphabet elisions as they are printed; for example,

What men live by  
What the wind did  
What's mine's mine (that is, alphabet as "Whats mines" not as  
"What is mine is")

**13 Possessives.** Disregard apostrophe in alphabetizing possessives; for example,

Boys' and girls' book  
Boy's King Arthur  
Boys of '76

For questions of alphabetic arrangement of modifications under heading, see pages 31-34; for arrangement of subheads and references, see pages 34-35.



## EXAMPLES OF INDEXES

The student of indexing will find it profitable to examine well-made indexes of various types. Those instanced below as representing good work as well as the examples chosen to illustrate various kinds of type, groupings, punctuation and devices in general use, are often inconsistent with each other and differ in details of treatment from the forms and principles recommended in the preceding pages, which are in accord with the rules and general practice of the New York State Library. The first group represents rather full indexes of good type:

- Fiske, John. American Revolution. Houghton
- Bryce, James. American Commonwealth. Macmillan
- Earle, A.M. Child Life in Colonial Days. Macmillan
- Geikie, Sir Archibald. Textbook of Geology. Macmillan
- Lee, Sidney. Life of Shakespeare. Macmillan
- Merriam, F.A. Birds of Village and Field. Houghton
- Emerson's Works. See Natural History of Intellect, v. 12 of Riverside ed. Houghton
- Holmes, O. W. Autocrat of the Breakfast Table. Houghton

Example of less close analysis, adequate for the type of book:

- Nordhoff, Charles. Politics for Young Americans. Am. Bk Co.

Examples of humorous indexes:

- Lowell, J.R. The Biglow Papers. Houghton
- Dodgson. Sylvie and Bruno. Macmillan

Example of the indexing of voluminous and diverse material, requiring complicated forms of reference:

- Index to Publications of the New York State Natural History Survey and New York State Museum, 1837-1902, compiled by Miss Mary Ellis. New York State Museum, Bulletin 66

For elaborate indexing of historical sources in which great variety of form is found:

- Index to Calendar of Council Minutes, 1668-1783. New York State Library, Bulletin 58

A far more voluminous and complicated example is the two-volume index to the 71 volumes of the *Jesuit Relations*, Burrows Bros. This work illustrates the application of an elaborate scheme of classification in an alphabetic index.

Among subject indexes to files of periodicals may be cited:

- Index to Engineering News, 1890-99, compiled by M.E. Miller. Engineering News Co.
- Analytical Index to the Educational Review, vol. 1-25, compiled by C.A. Nelson. Educational Review Pub. Co.

The last work differs from the ordinary subject index in giving analyses of subject matter under titles of articles indexed.

## EXAMPLES OF TYPE AND STYLE

In estimating the following styles of printing, consider clearness, compactness, simplicity. A style which wastes space or employs varieties of type expensive in combination is justified only by decided gain in ready reference. The judicious use of black face or other peculiar types is helpful in many cases, but too freely employed they may produce a confused impression.

From R. K. Shaw's *Bibliography of Domestic Economy*. N. Y. State Lib. Bibliography Bul. 22

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From Geikie's *Textbook of Geology*. Macmillan

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## READING LIST ON INDEXING

**Bailey, Nancy.** Indexing; a Profession for Women. (*see* London, Victorian era exhibition, 1897. Progress in Women's Education in the British Empire. 1898. p. 196-203)

**Baker, Mrs Catherine.** Making an Index. (*see* Public Libraries, Mar. 1905, 10:132-35)

**Blair, E. H.** Indexing and Indexers. (*see* A. L. A. Bul. Jul. 1911, 5:234-38)

**Clarke, A. L.** Manual of practical Indexing. Lond. 1904. Library Supply Co. 5/n

Reform in Indexing Methods. (*see* Library World, Mar. 1907, 9:317-20)

**Dewey, Melvil.** Exact Reference to Printed or Manuscript Pages. (*see* Bookman, Ap. 1897, 5:174-75)

Explains method of citing divisions of page by ninths.

**Hetherington, E.** The Indexing of Periodicals. (*see* Index to the Periodical Literature of the World, 1892, 3:3-7)

**Kaiser, J.** Systematic Indexing. Lond. 1911. Pitman & Sons. (Card system ser. v. 2) 12/6n

Has a somewhat general chapter applying principles to book indexing.

**Nichols, J. B.** Indexing; manual for librarians, authors and publishers. 14p. O. N.Y. 1892. Publishers' Weekly o.p.

First published in *Library Journal*, Oct. 1892, 17:406.

**Perkins, F. B.** Book Indexes. (*see* U. S.—Education, Bureau of. Public Libraries in the U. S. . . their History, Condition and Management. Special Report. 1876. pt 1, p. 727-32)

**Petherbridge, Mary.** The Technique of Indexing. Lond. 1904. Secretarial Bureau 5/n

**Pollard, A. W.** Making of Early Indexes. (*see* Living Age, Apr. 4, 1908, 257:29-36) *Interesting historical sketch.*

**Robinson, O. H.** On Indexing Periodical and Miscellaneous Literature. (*see* U. S.—Education, Bureau of. Public Libraries in the U. S. . . their History, Condition and Management. Special Report. 1876. pt 1, p. 663-72)

**Shepardson, G. D.** Suggestions for an Index of Engineering Literature; with discussion. (*see* American Institute of Electrical Engineers, Transactions, Nov. 1894, 11:777-83, 835-59)

**Thomson, W. S.** Practical Guide to Indexing and Précis Writing. 289p. D. Aberdeen 1891. John Adam 1/ 6d

Interesting and suggestive in connection with book indexing, though not directly concerned with it.

**Thring, Sir Henry.** Instructions for an Index to the Statute Law. (*see* Law Magazine, Aug. 1877, ser. 4, 2: 491)

**Wheatley, H. B.** What is an Index? 132p. O. Lond. 1879. Index Society. o. p.

Contains rules of Index Society and much useful and entertaining matter.

How to Make an Index. (Booklovers' Lib.) Armstrong \$1.25

Embodies most of the matter in his *What is an Index?* with additions.

**Library Journal;** monthly . . . journal of the American Library Association Sep. 1876-date. v.1-date, 1-5 sq.Q; v.6-date, sq.O. N.Y. 1877-date. Publishers' Weekly \$5.

Contains much matter of value on indexing and indexes. The following articles are of special interest:

Improvement of Poole's Index; by W. S. Biscoe, Ap. 1877, 1:279-81

Indexes to Periodicals, June 1877, 1:359-63

Plan of the New Poole's Index; a Library Symposium, June 1878, 3:141-51

The Index Symposium and its Morals; by W. F. Poole, July 1878, 3:178-85

Some Points in Indexing, by W. I. Fletcher, July-Aug. 1879, 4:243-47

Notes on Geographical Indexing, Oct. 1894, 19:330-31

"Acid to Casks"; a few remarks on indexing; by W. S. Burns, Sep. 1903, 28:664-65

Some Rules to be observed in Making Indexes, Sep. 1903, 28:665

What I Expect of an Index; by A. A. Brooks, Feb. 1910, 35:51-55

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*Vice Chancellor of the University*

DEAR SIR: I respectfully submit herewith and recommend for publication as Library School Bulletin 34, the accompanying manuscript entitled *Lecture Outlines and Problems 3*. The first two numbers of this series appeared as Library School Bulletins 12 and 20. This bulletin like its predecessors is made up of new and revised editions of lecture notes, problems and outlines used in class work by the students in the State Library School.

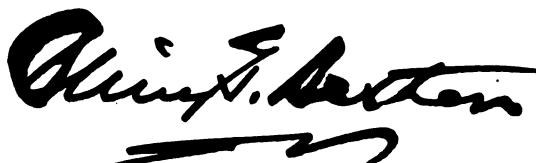
Very truly yours

J. I. WYER, JR

*Director*

THE UNIVERSITY OF THE  
STATE OF NEW YORK

*Approved for publication this 12th day of August 1913*

A large, stylized handwritten signature in dark ink, reading "Pliny T. Sexton". The signature is written in a cursive style with a prominent initial "P" and a long, sweeping underline.

*Vice Chancellor of the University*



# University of the State of New York Bulletin

Entered as second-class matter August 2, 1913, at the Post Office at Albany, N. Y., under the act of August 24, 1912

Published fortnightly

No. 548

ALBANY, N. Y.

AUGUST 1, 1913

## New York State Library

Library School 34

### LECTURE OUTLINES AND PROBLEMS 3

#### PREFACE

This bulletin, like *Lecture Outlines and Problems 1 and 2* (*Library School Bulletins 12 and 20*), is composed of lecture outlines, reading lists, and other material used in the regular work of the New York State Library School and is intended primarily for class use in the school. Inclusion has been limited to such material as experience has shown to remain fairly constant in form from year to year and which can be more economically printed than stenciled. For this reason there is little qualitative selection or logical sequence shown and the bulletin is in no sense representative of the school curriculum.

In several of the outlines the detail is minute. These outlines are intended to make easily accessible, full information on minor matters on which questions occasionally arise in study and instruction. By printing such material class work is more easily kept free from over elaboration of method and useless discussion of details which are of infrequent rather than general utility, while full data and description are at hand when, in actual work, it becomes necessary to modify or adapt them to varying conditions.

The name of the instructor in charge is given after the general heading of the course. Many of the outlines have been so frequently revised as to be no longer the work of any one person. When some one other than the instructor is clearly entitled to the credit, the name of the compiler is given in a footnote.

To permit the bulletin to be dissected and filed with notes on the different courses, the material relating to each individual course or specific lecture begins on a separate leaf.



**025.2 ACCESSION WORK**

JENNIE D. FELLOWS

**DIRECTIONS FOR ACCESSIONING**

**1 Definitions.** See Cutter's *Rules for a Dictionary Catalog*, 1904, page 13.

**2 Directions.** For further directions, see *Library School Rules*, pages 47-57; *Simplified Library School Rules*, pages 47-52; or introduction to the accession books furnished by the Library Bureau.

**3 Sample sheets.** For samples of accessioning, see *Library School Rules*, opposite page 58, or *Simplified Library School Rules*, opposite page 52, but, in case of variations from the following directions, for class work observe the latter. These are planned with a view to ready identification of editions, but in libraries where the accession book is not used for this purpose the record could be much simplified, retaining in extreme cases only the date, accession number, author's surname, catch title, publisher, source, cost, class, book, volume and copy numbers, and only the most important remarks, such as notes "lost" or "discarded." In some libraries the class and book numbers are omitted but these are often very useful. The feasibility of simplifying the accessioning depends upon the use to which it will be put in the individual library and on the fulness of other records.

**4 Abbreviations.** Common abbreviations should be used freely to economize time and space, and also the following special abbreviations:

**Dates.** Use Library Bureau dates (known as L.B. dates), the shortest abbreviations for the names of the months which can be used without ambiguity, namely

Ja F Mr Ap My Je Jl Ag S O N D, written, for example, 11N10 (for November 11, 1910)

**Exception:** As the accession book is a permanent record, to be preserved indefinitely, it is better to write the year in full at the beginning of the page.

**Place abbreviations.** Use the short abbreviations on the list furnished in connection with the cataloging course.

**Binding terms**

bds	boards	dk	duck	rox.	roxburghie
buck.	buckram	mor.	morocco	rus.	russia
cf	calf	pap.	paper	sh.	sheep
cl.	cloth	ro.	roan	vel.	vellum

What are called half roan, three-quarters calf, etc. are best designated as follows: <sup>2</sup>ro. <sup>3</sup>cf. etc.

**5 Brackets.** In class work brackets are to be used as on catalog cards for information *supplied* in author's name, the title proper, edition, place, publisher or date, or for paging when different from the final printed page number.

Brackets need not be used for series note (even though this does not appear on title page) or to indicate a modified arrangement of the editor statement.

**6 Punctuation.** Omit punctuation except for abbreviations and when necessary to separate crowded items or main headings and subheads, or to show the relation between terms, as "Taylor, tr."

**7 Ditto marks.** Instead of using ditto marks for each word of a repeated phrase, a single pair is sufficient for an entire item, a pair respectively for the author's name, the title proper, the statement of edition, the series note (or a single pair for the combination of title and edition, or title, edition and series, so far as the entries are identical), place and publisher when both are repeated, or place alone when the place is the same and the publisher is different, year, pages, size, binding and source, and for class and book numbers for different volumes or different copies of the *same work*, but ditto marks should not be used for a part of the title as

History of the U. S.

"         Henry Esmond

or in the cost column, as they would make the footing of totals more difficult, or for class or book number when either happens to be the same for two consecutive *different* works, as there is danger that if the number for the first book were changed the use of the ditto marks for the second would be overlooked.

**8 Date.** Give at the top of each left-hand page the date of receipt of the first book entered on the page, using L.B. form of date, except that *year* should be written *in full*.

The date given at the top of the page covers all entries until a different date is indicated. When the date changes from that written at the top of the page, it is given at the left of the first accession number to which it applies, using the L.B. form for day and month, also for year when that changes. Except when the year changes it need be given only at the top of the page.

**9 Accession numbers.** For half numbered books, that is, those in which only the tens and units are printed, it is safest to go through the book at the beginning and complete the number at the top of each page and at the bottom of the page for each full hun-

dred, as there is much less danger of mistake if done in this way than if filled out from time to time as the pages are used.

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Forenames, even when only one, are to be represented by initials only. Only such names as are given on the title page need be thus represented unless the accession clerk *knows* the fuller form which will be used in cataloging. In such cases the information should be supplied in brackets.

The maiden name of a woman entered under her married name may be represented by the initial only, but it is better to inclose this in curves if it is known to represent the maiden name, as it will help in identifying the card in the catalog.

For noblemen entered under title, the family name should, if used, be written in full; for those entered under family name the title should be retained if valuable for identification.

Honorary and professional titles may generally be omitted, but "Mrs" should be retained when the initials used are or may be those of the husband, and titles of nobility should be retained sufficiently to justify the entry word; for example, Rosebery, A. P. Primrose, 5th earl of.

For joint authors give only surnames.

For editor or compiler as author the abbreviation "ed." or "comp." is preferably retained.

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makes economy of space a matter of great importance. Omissions need not be indicated by ...

For works which are likely to appear with different editors or translators, the editor's or translator's surname should be given, followed by the descriptive abbreviation, for example, Goethe, J. W. von Faust Taylor, tr. If, however, the book belongs to a series, the name of the series and the *series number*, when known, should be given in ( ) and the editor's or translator's name may generally be omitted, as the series note and number will be a more definite identification of the edition. The series note should be written after the title or after the designation of editor or translator if that also is retained, as it should be when *specially important*.

If the items overrun the title column the additional words should be written above the main line of the title rather than below, to keep them within the field of their own accession number.

12 **Place.** Use *short* abbreviations given on cataloging list.

13 **Publisher.** Leave a distinct space between place and publisher. Give publisher's name in about the same fulness as on catalog cards.

14 **Year.** Give imprint date if on the title page. In condensed accession book do not give copyright date in addition to imprint date, as the column is too narrow; but if no imprint date is given, give copyright or prefatory date as in cataloging, bracketing the date if not on the title page.

15 **Pages.** Give main paging only, as in cataloging, noting two or more groups only when specially important.

16 **Size.** For the sake of familiarity with different forms of size notation, use in the class work in accessioning the size letters given on the size card, S, D, O etc., although in an individual library the same method would naturally be used in cataloging and accessioning. *Print* this letter in the middle of its column, without period.

17 **Binding.** See abbreviations for binding terms under section 4. above.

18 **Source.** In source column indicate the agent or giver etc. of the books received. If received directly from the author or publisher, these terms may often be used instead of repeating the name, but if the publisher is also the regular agent the *name* should be used. The name of the library's regular agent may often be abbreviated. If the books are bought from a special fund, this may also be indicated in the source column.

19 **Cost.** Do not use dollars sign, but depend upon vertical rule to separate dollars and cents. Write dollars close to *right edge* of their own column.

If more than one volume or copy of a work are received at the same time and the total charge for these is given on the bill, do not distribute this charge among the volumes or copies, but write the number of volumes or copies received at that time at the right edge of the source column for the first of the entries and in the cost column for the first entry the total charge.

For convenience in compiling statistics, give cost in American money. If bills are rendered in foreign currency reduce the items to American terms for the accession record. If it seems desirable to retain the original statement in the accession book the foreign cost may be entered in *red* above the American.

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If a book is received by exchange the abbreviation "ex." may be used, in the place of the "g."

20 **Call number.** Write class and book numbers close to left edge of their respective columns, to allow for expanding the numbers. These numbers are taken from the catalog cards after the books are shelflisted.

21 **Volumes.** If a book is published in more than one volume, even if the library has only a single volume, the number of the specific volume should be given in the middle of the volume column (without "v"). If the work is published in only one volume, the volume column is left blank unless a copy number is given.

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22 **Remarks.** In the remarks column are given miscellaneous notes, for example, notes of rebinding, withdrawal, replacement etc.

23 **Pamphlets.** For a volume containing more than one independent publication, give accession record for the first only and account for the others by an addition after the title, for example, [& 9 other pam.]

If the volume is made by binding pamphlets previously in the library, give in the source column "pam. bd." and omit cost.

**24 Periodicals.** For the volume of a periodical, made by binding numbers currently received, give in source column "ser. bd." and omit price, as this will generally be kept on a separate serials list. For periodicals and other continuations, include the period covered, as a part of the title, whether given on title page or not. Remember that in the accession record each volume is treated by itself and therefore even for continuations and volumes of a set, should receive full imprint and collation.

## o1o BIBLIOGRAPHY

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FRANK K. WALTER

For good reasons the vice director will give permission for variation from these rules, but the rules so amended must be followed consistently.

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- 2 A select bibliography of a subject or author
- 3 A reading list with notes

A complete bibliography must indicate the best books from both scholarly and popular standpoints. A reading list must contain notes indicating scope and value of works.

A subject should be selected and approved before the end of the junior year. The bibliography must be submitted on or before June 1st of the senior year.

Choose a subject in which you are interested. If you have no decided preference, consult the vice director.

Submit the subject to the vice director who, with the lecturer on bibliography, will determine scope and suggest treatment.

*Be thorough, be accurate, be consistent.*

**Material.** Do not be satisfied with the resources of one library but, as far as feasible, work in other libraries. Be always on the alert for material. Help each other by reporting out of the way references.

If possible, examine all works included in your list. Indicate by *e* or other suitable symbol books personally examined, using *e* (underlined) if the edition examined is not the same as that entered in the list. Full call numbers of books in the New York State Library may be given even when editions differ from those described in the list; for example, Co12 qF831. Cite libraries in which books not in the State Library were seen, thus: Vassar *e*.

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In analytic work make a list of "Works cited," to include full entries of all books from which more than one or two analytics have been taken (*see* Analytics). To any of these that are analyzed add a note specifying edition analyzed if different from that in the list; for example, "Analyzed, Houghton, 1870."

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<sup>1</sup> Revised from the original directions of Mrs Salome Cutler Fairchild.

State the scope and purpose of your bibliography clearly and concisely in a preface. For form of prefatory matter, see *New York State Library Bibliography* 32.

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Use *A. L. A. Catalog Rules*, following general directions below.

**Author and title.** Give full names of author, preferably with dates and full titles. Consult not only the name (author) catalog, but also recent publications for later biographic data or fuller names. Be sure that an author's name is in the same form throughout the list. Subject fulness according to cataloging rules (see *New York State Library Bibliography* 32) may be used in title and in notes and indexes. In reading list and select bibliography, entry may be made under best known form of author's name. As a rule, give brief title, but always include alternative title, name of editor or translator, and any part of title that will add to value of citation or show reason (not otherwise plain) for its inclusion; for example, name of illustrator of children's books, author of prefatory or other additional matter, and even minor information if needed to distinguish editions.

**Edition.** In complete bibliography, arrange editions chronologically and distinguish with as complete information as possible. (See *New York State Library Bibliography* 17, page 544.) In reading list or select bibliography, choose one edition, except for unusual reasons, and put references to others in a note; for example, "Published without illustrations and index by Houghton \$1.25"; "Edition de luxe, Scribner \$10."

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plement pages in periodical references thus; 10: sup. 11-14. Use illus. for illustrations, portraits, plates, photographs, facsimiles and tables, but specify maps. Indicate size by letter (or centimeters if desired) if possible; use fold symbol only when unavoidable.

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**Series.** Abbreviate consistently and be sure that the abbreviations are easily intelligible. In case of doubt, include abbreviations for series in the explanatory list of abbreviations prefixed to the bibliography. Note the following illustrations:

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(Riverside lit. ser. no. 86)

(Lib. of economics and politics, v.7)

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**Analytics in books.** When but one analytic from a work is cited give in usual form, and place imprint information in note. When two or more from the same work, place complete entry in list of "Works cited" and analytics in usual form in their proper places. If two or more analytics with same author and from the same book are to be entered under same heading, make full entry

of book, or brief entry (as below) if full entry is made under "Works cited," and give titles and paging of analytics in note; for example,

Gladden, Washington. Social facts and forces. 1897. 304 G45

The corporation, p. 82-115

The railway, p. 116-54

If the edition analyzed differs from that cited, indicate edition. When the part of a book referred to has no definite title, supply an appropriate title and inclose it in brackets, or enter under book and give reason for inclusion in note.

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(*In his Writings.* 1891. p.9-195)

(*In Reminiscences of the City of New York.* 1855. p.145-47)

(*In Shaler, N.S. The United States of America.* 1897. 2:191-213)

Be sensible as well as consistent in analytic entries and keep constantly in mind the convenience of the user.

**Analytics in serials.** Do not call a periodical article anonymous if the author's name appears in connection with the article anywhere in the periodical. Use abbreviations for periodicals given in *Poole's Index* or the *Readers' Guide*; for all others use full form. Use the following forms for months:

Jan.	Apr.	July	Oct.
Feb.	May	Aug.	Nov.
Mar.	June	Sept.	Dec.

**Contents, notes.** Use the following order: notice of different edition, publisher or price; contents; compiler's critical or descriptive note; quoted note; origin or other forms of material (address, paper, argument, reprint, pamphlet, magazine article, etc.); references to reviews, criticisms or summaries.

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Quoted notes may be condensed but great care should be taken not to alter meaning. Give exact references, using the following forms:

Nation, Feb. 27, 1868, 6:170-72 (that is, title, date, volume, pages)

N.Y. State Trav. Lib. Finding List 7, p. 3

Fiske. Beginnings of New England. 1889. p.280

If the same book is frequently quoted, enter it in the list of abbreviations and use short form at end of note; for example, Adams,

p.386, for Adams, C: K. Manual of Historical Literature.1891.  
p.386. In citing periodicals as authority, use abbreviated forms in *Poole* or the *Readers' Guide*.

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**015 NATIONAL BIBLIOGRAPHY**

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- 3 Size, number of volumes, price
- 4 Arrangement
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  - Author and title
  - Subject
  - Chronologic
- 5 Indexes
- 6 Inclusion
  - Number of entries
- 7 Fulness of entry
  - Author, editor, translator, title, date, place, publisher, price, size, pagination, illustrations, binding, series note
- 8 Miscellaneous special features

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- 5 Note all volumes consulted in *order of choice*.
- 6 Use abbreviations given in class for assigned books.
- 7 Cite volumes by dates covered, *not* by volume or date of publication; for example, Roorbach 1820-52, *not* Roorbach v.1, 1852.
- 8 Give initials, not full names, of authors; for example, Poe, E.A.
- 9 Unless full firm name is necessary for identification, give surname of publisher first mentioned; for example, Houghton, *not* Houghton, Mifflin & Co.
- 10 Give titles with sufficient fulness to be intelligible but do not ordinarily quote long titles in full.
- 11 Do not translate size symbols, 8", 12" etc. into O, D, etc. or into size in centimeters.

- 12 In giving price, include "net," if given.
- 13 Always observe edition and note it if other than the first.
- 14 Give date of publication and copyright date if latter is different from date of publication; for example, 1879 ('74).
- 15 Indicate binding when not cloth; for example, paper, boards etc.
- 16 Give series note.
- 17 Give name of author, book title and series note and publisher in the language of the book. Translate other details into English.
- 18 Give prices in form found (see table of abbreviations, page 6, *Library School Bulletin* 26). Do not convert foreign prices into American equivalents.
- 19 Add any notes useful in identifying the book (for example, noted illustrator or editor) but omit useless items.
- 20 Keep the assigned books in order while using and handle carefully.
- 21 Sign all problems and other assigned work in upper right-hand corner.

**025.7 BINDING**

FRANK K. WALTER

**RULES AND SPECIFICATIONS, NEW YORK STATE  
LIBRARY, 1913<sup>1</sup>****Color**

1 The following colors may be used for the several styles of binding:

<i>Morocco</i>	<i>Cloth</i>	<i>Duck</i>	<i>Buckram</i>
light brown	dark brown	light brown	light brown
dark brown	black		dark brown
black	dark blue		dark blue
dark blue	red		light green
red	maroon		
maroon	olive		
dark green	dark green		

2 When convenient, rebind in color resembling original binding.

3 For medical library, observe the following scheme based upon the languages in which the books are published:

	<i>Morocco</i>	<i>Cloth</i>	<i>Duck</i>	<i>Buckram</i>
English {	Am. light brown	dark green	light brown	dark brown
	Eng. dark brown	dark brown	for all	for Am.
German	black	black	languages	and Eng.
Dutch	dark blue	dark blue		dark blue for
French	red	red		German
Italian	maroon	maroon		light green for
Spanish		olive		all others

**Repairing and recasing**

1 Make few repairs. In general, repairing should be done in the bindery.

2 Occasionally, when covers are attractive and in good condition, re sew and put back into old case.

3 Occasionally reback and reletter leather books with attractive covers and sound sewing.

**Style**

1 Bind ordinary pamphlets in special pamphlet binding.

2 Bind books infrequently used in cloth, unless too heavy.

3 Bind all others, except those noted in 4-6 in buckram or ½ Turkey morocco.

<sup>1</sup> Revised and enlarged by William H. Barker.

- 4 Bind extra heavy books in half duck.
- 5 Bind books for the blind in full art canvas.
- 6 Bind small books which will receive much use, especially traveling library books and fiction, in  $\frac{1}{2}$  pigskin.
- 7 For law books use buckram in place of law sheep.
- 8 In general, put into morocco binding rare or valuable books or those falling into any of the following classes: American local history, especially if it refers to the thirteen original colonies; genealogy, early American travels; Civil War; Lincoln; Indians etc.
- 9 Books bound incomplete or with peculiarities of paging or arrangement of subject matter should have a note of explanation tipped on title page or first front cover.
- 10 Make rub-offs to take the place of patterns for all serials which bind as often as once a year.

### Lettering

- 1 Lettering should be simple, but should not destroy individuality of the book.
- 2 Letter author's surname in top panel, preceded by initials where there is danger of confusing with another author of same surname.
- 3 Letter title in second panel, including title of periodical.
- 4 Letter editor's name if needed, in third panel.
- 5 Letter volume number in large arabic figures in fourth panel; for example, 12 not Vol. 12. Do not letter copy number, except on books for the blind.
- 6 Letter also in fourth panel, year, number of volume from beginning of set, number of series and volume of series in the following form:

1883	1880-84
298	5-9
SERIES 2	SERIES 3
14	1-5

- 7 Use the English form of the names of foreign countries and cities.
- 8 Use the English form of abbreviation of names of months on foreign periodicals.
- 9 When volumes are divided into parts, use pt for the abbreviation regardless of language.
- 10 For government departments and bureaus, with few exceptions, invert, if necessary, to place the distinctive word first; for example, Agriculture Dept.

11 In case of a university bearing the name of a city or state, use for author the form beginning with name of city or state; for example, Chicago University, California University, etc.

12 Letter dates or edition numbers on standard scientific and applied science textbooks when such information will be useful.

13 Letter call number, if any, in bottom broad panel. Omit call number for certain special collections; for example, Poole sets of periodicals, newspapers, Law library, Legislative reference library, Library for the blind, Library School class work collection, alumni collection, etc.

14 For books for Division of Educational Extension: (1) use only the class number, preceded by capital initial letter to indicate the language, if other than English; (2) for fiction in the English language, use no number; (3) for fiction in other languages, use only the language initial.

15 (1) Letter "N.Y.State Library" in narrow panel at bottom of State Library books including those for the Library for the blind and the Library School; (2) letter "N.Y.S.Trav. Libs." in narrow panel at bottom of traveling library books and "Ed. Ext. Div." on those for the administration section of the Division of Educational Extension; (3) leave panel blank for other divisions of the University.

16 Letter two books bound together, with author of first book in top panel and the title in second panel; in third panel, letter author and title of second book.

17 If volume is too thin to be lettered across the back, letter from top to bottom, placing call number at bottom of book; see sample binding slip 5.

18 Letter all oversize books to be shelved on their sides (that is, x books) from top to bottom; see sample binding slip 6.

#### **Sample binding slips.**

Binding slips ( $7\frac{1}{2} \times 12\frac{1}{2}$  cm) are filled out by binding clerk, as in samples following. See foregoing directions and Binding routine (p. 33), no. 5. (r. o. "rub off," page 24).

1 Slip for set of which no more volumes are to be bound

Binding no. **9549**

*No more*

Volumes **2**

Follow exactly arrangement of lines, punctuation, lettering as on back of this slip, and general printed directions on separate sheet.

Color

Light brown

Dark blue

Olive

Dark brown

Red

Dark green

Black

Maroon

I. Dark green

Style

$\frac{1}{2}$  mor.

cloth

$\frac{1}{2}$  duck

buck.

$\frac{1}{2}$  pig

Size

Outside height in centimeters must not exceed

**T S D O Q F F<sup>4</sup> F<sup>5</sup> F<sup>5</sup> F<sup>6</sup>**

**15 17 $\frac{1}{2}$  20 25 30 35 40 45 50 60**

**Pattern R. O. Special job Spring back**

**M. S.**

Cloth joints

**Vellum on edges**

**Do not trim**

**Trim to 25cm**

**Keep back covers**

**Plates together at end of vol.**

Rush

**Charge to**

**Remarks**

## 2 Slip for periodical

Binding no. 0144

Volumes 1

Follow exactly arrangement of lines, punctuation, lettering as on back of this slip, and general printed directions on separate sheet.

## Color

Light brown

Dark blue

Olive

Dark brown

Red

Dark green

Black

Maroon

I. dark green

## Style

 $\frac{1}{2}$  mor.

cloth

 $\frac{1}{2}$  duckbuck. $\frac{1}{2}$  pig

## Size

Outside height in centimeters must not exceed

T S D O Q F F<sup>4</sup> F<sup>5</sup> F<sup>5</sup> F<sup>6</sup>15 17 $\frac{1}{2}$  20 25 30 35 40 45 50 60Pattern R. O. Special job Spring back

M. S. Cloth joints Vellum on edges

Do not trim Trim to 25cm

Keep back covers Plates together at end of vol.

Rush Charge to

Remarks



**3 Single slip for more than one volume of a work**

Shows also editors and volume numbers with contents. When a book is so proportioned as to be improved by an extra panel, a blank panel is inserted below the fourth.

Smith	
Dictionary of the Bible	
Hackett and Abbot	
1 A to Gennesaret	2 Gennesaret to Market
220.3 S66	
N. Y. State Library	

**4 Slip for official author heading with subhead**

Shows also use of single slip for more than one volume, also volumes bound in parts.

Prussia Statistisches bureau		
Preussische statistik		
1898 151 <sup>Pt1</sup>	1902 176 <sup>Pt3</sup>	1903 177 <sup>Pt1</sup>
314.31 q P97		
N. Y. State Library		

**5 Slip for thin book**

To be lettered from top to bottom. Use diagonal lines (not indicated in specimen slip) to indicate spacing.

Allen
History
topics
1907 A42
N. Y. State Library

<sup>1</sup> Lettered across or lengthwise on book according to binder's judgment.  
The same is true also of call number.

**6 Slip for oversize book**

To be shelved on its side. Very thin books are lettered in one line.

Buffalo
Express
1905 Jan.-Mar.
N. Y. State Library

### Serials

1 In binding periodicals, discard all advertising pages and back covers, except for one of the following reasons: (1) pagination; (2) text or important matter printed on them.

2 Put title page and contents at beginning, and index at end, unless so printed as to make this impossible. (A table of contents arranges matter in order of occurrence in text; an index arranges it alphabetically.) Title page must go at front even if it takes index with it.

3 If one number makes a volume, leave title page and contents inside the covers and do not discard advertisements or covers.

4 Where two separate paginations are in the same covers, keep each pagination together, putting all front covers with the first.

5 If plates are scattered through text, leave them so. If they come grouped at the ends of the several numbers, arrange them in order at the end of volume.

6 If plates are bound separately, bind front covers with text.

7 Unless too thin, bind index volumes separately, if covering several volumes.

8 When convenient, bind separate reports by decades; for example, 1870-79, 1880-89, unless too thick, when bind together the reports for five years; for example, 1870-74, 1875-79, etc.

### General instructions to binder

**Materials and colors.** Books shall be bound in materials and colors, as designated by the State Library. The materials for binding to be used are morocco, pigskin, duck, buckram and cloth. The materials used and their colors shall be satisfactory to the Library and approved by it.

**Lettering.** *Follow exactly* both spelling and punctuation and division of lettering in the different panels. An extra charge may be made for all lines of lettering in excess of five.

### Sewing

1 After they are taken apart, collate all books carefully. Without special instructions, bind only perfect books.

2 Mend tears with tissue paper.

3 Use Hayes's Irish linen thread.

4 Do not saw backs deeply.

5 Sew on soft twine (or on tapes when so instructed).

6 Use four-ply for all books under 35 cm; for 35 cm and over, use five-ply.

7 Machine stitch first and last signatures.

8 Sew "all along" when possible without using too small thread. Regulate size of thread so as not to swell the back.

9 Mount thick or double plates and heavy covers on guards. Back or joint folding maps, etc. with muslin when so instructed.

### **Forwarding**

1 Trim books as little as possible. Do not trim manuscripts, maps, old or valuable books, etc.

2 Without thinning or scraping, lace each band into boards, first cutting a groove for band in each board to prevent its cutting off in "knocking down."

3 Use medium tar board.

4 Use lithographic paper linings and washable cloth sides on half morocco and half pig. Use marbled paper sides and granite paper linings on half duck, granite paper linings on cloth, plain white paper linings on buckram.

5 On half-duck work use vellum corners covered by paper sides.

6 Morocco and half-duck work shall be tight back unless otherwise specified. On books bound in half pig use cloth joints and glue leather directly to back of book without lining.

7 Make all buckram books spring back, line with muslin and use cloth joints.

This does not apply to books for the blind which are to have tight backs and flexible joints.

8 Put cloth joints in morocco and duck books when so instructed.

9 Put vellum on edges of duck books when so instructed.

10 When backs of signatures are badly worn or book is made up of single sheets, machine stitch into sections and sew in usual manner; if a pigskin book it should be overcasted.

11 Machine stitch newspapers and bind in half duck, paper sides and vellum corners.

12 Pamphlets. Muslin to go around back and extend far enough to form strong joints. Flat stitch through muslin, attach light boards and cover whole with book cloth.

### **Finishing**

1 Use only most usual form of roman capitals and arabic numerals.

2 Never use roman numerals, German, old English or other fancy type.

- 3 Omit punctuation except when needed to avoid ambiguity.
- 4 Omit all tooling on backs except plain gilt cross lines.
- 5 Put plain gilt fillet at edge of morocco.
- 6 Do not sprinkle edges, except of pigskin books.
- 7 Do not use false, raised bands.
- 8 Use silk head bands in bright colors on leather work, plain head bands on cloth and duck.
- 9 Never letter on labels without special instructions.

**025.7 BINDING**

FRANK K. WALTER

BINDING ROUTINE, NEW YORK STATE LIBRARY, 1913

**Books to be sent to bindery <sup>1</sup>**

1 See that volume is complete. Look up and claim, beg or order missing numbers of serials and record on 5 x 7½ cm slips.

2 See that each periodical has title page and index. List (on 5 x 7½ cm slips) of periodicals without indexes will show what periodicals do not print them. Send to foreign agent for title pages and indexes to complete foreign periodicals which are bought; send to publishers for all others.

3 Arrange pieces to be bound together and tie firmly.

4 Keep binding slips stamped ahead with consecutive numbers:

(1) Slips for serials on check list 01 — 0999

(2) Slips for other books 1 — 9999

5 Fill out binding slips according to binding rules (page 23) for all books except resews and repairs. If a book belongs to a set, consult old pattern file of binding slips to see if other volumes have been bound. If it is a serial volume, consult current pattern file.

a If no volume has been bound, decide on binding, lettering etc. for the set.

b If volumes have been bound, copy old slip, making necessary changes in date, volume number etc. and underline "Pattern." If has so changed as to require change in shelving (necessitating change in call number), omit call number or give changed call number.

6 Resews are sent to the bindery without slips. For repairs fill out time slips.

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<sup>1</sup> Revised and enlarged by William H. Barker.



**Time slip**

<b>Clapper &amp; Van Wely</b>		<b>191</b>
<b>Please</b>		
<b>for</b>	<b>and charge to</b>	
<b>Work done by</b>	<b>Time</b>	<b>hours</b>
<b>BINDING N. Y. STATE LIBRARY</b>		

7 Make out charging slips for all books except:

*a* Law books, books for the blind and books for the Division of Educational Extension.

These books are charged in their own sections.

*b* Serials on check list, which are charged on back of check list sheets. When, however, serials are bound separately and under their own author and title, a charge is made at loan desk also.

*c* Books for other divisions of the University.

8 Put binding slips in books and send to bindery.

9 Send charging slips to loan desk, where they are dated and filed.

10 When binder calls for patterns, charge them on charging slips, and send slips to be filed at loan desk. Slips are marked "pat" to distinguish them from regular charges. When patterns are no longer needed they are returned direct to loan desk and discharged.

**Books returned from bindery**

1 Books are returned from bindery arranged on truck in order of binding numbers on accompanying invoice. Compare books with binding slips, noting whether directions have been accurately followed and whether size, lines of lettering and total cost

as given on invoice are correct. Also count and record number of volumes having cloth joints, or vellum on bottom edges, and the number of cloth, duck and buckram books of which rub-offs are to be made. Books needing corrections or rub-offs are returned to bindery. The invoices, when corrected and the corrections approved by binder, are held till binder's semimonthly bill is sent. This is compared with invoices, stamped, approved and sent to cashier. Invoices are kept in order section.

2 After removing binding slips from books, send Educational Extension books to room 335; others to be accessioned.

3 Books which have no binding slips, that is, resews and repairs, are counted and sent, law to Law library, blind to Blind library, Educational Extension to Educational Extension, and others to loan desk where they are discharged. Books and slips are returned to the order section.

4 Working from the binding slips instead of the books, discharge serials on check list. Date of return is stamped on check list.

5 Keep binding slips for Educational Extension books for a week or two, send slips for law books to Law library and the rest to loan desk.

6 *a* Loan clerk stamps date of return on charging slips and sends them to order section with the binding slips.

*b* For law books, charging slips in Law library are discharged and filed.

*c* For Educational Extension, book cards are replaced.

7 Binding slips are returned from loan desk with their charge slips, serials binding slips from check list.

*a* Those for current serials are put in current pattern file. Similar ones there found, if any, are destroyed unless for later volumes or differing in details other than date, volume number and call number, in which case they are put in old pattern file for use if old volumes need rebinding.

*b* Those for volumes of sets or old serials are put in old pattern file, similar ones there found, if any, being destroyed.

*c* Others are put in current file.

8 Charging slips are filed in order section by call number if any, otherwise by author.

9 At end of fiscal year current file of binding slips and file of charging slips are held for a year and then destroyed.

**025.7 BINDING**

FRANK K. WALTER

**SUGGESTER BINDING ROUTINE FOR SMALL LIBRARY**

1 Examine books for binding, noticing condition, completeness, plates, title pages, indexes etc.

2 Make out binding slips, giving number of volumes, color, style, size and exact lettering. Lay slips in books.

3 Make out charging slips for loan desk.

4 Send books to bindery.

5 When books are returned from bindery, check itemized bill with price schedule.

6 Discharge books at loan desk by comparing binding slips with charging slips.

7 File alphabetically such slips returned from bindery as will be needed as patterns.

**025.7 BINDING**

FRANK K. WALTER

**BOOK REPAIRING AND CLEANING<sup>1</sup>**

Books should be taken from circulation when first signs of wear appear and put into one of the following groups:

*For rebinding*

Books with weakened sewing and broken backs

*For recasing*

Books that have become loosened in covers but where sewing is still firm

*For mending, cleaning and general repairs*

Books with loose leaves, torn papers, pencil marks, and unsightly spots

*Wear outs*

When a book has passed through the above stages and is not quite ready for the discard shelf, it becomes a "Wear out."

**General directions**

Books to be rebound should be gone over for finger marks, stains, missing pages, tears etc.

Cleaning and simple mending are all that is required before books are sent to the binder.

Clean with art gum or red rubber if practicable. If too soiled for this method, use Ivory soap and water, sometimes adding a little ammonia. Dissolve a small piece of soap in the water. Wring out a small piece of cheese cloth (about 12 inches square) very dry, and rub the page or spots on the page lightly and quickly. Care should be taken not to erase cataloger's check marks and book numbers on title and following pages. Mend torn pages and corners, and insert loose leaves (unless book is to be rebound, when binder mounts pages unless badly torn).

Sandpapering the edges of a book and adding fresh dating slip, book card and pocket often freshen up a most untidy looking book.

When a book has been cleaned, mended etc., put in book press until dry.

**Recased books.** If books to be recased need mending or cleaning, that should be done before they are taken out of covers as otherwise the sewing might be weakened. When cloth is worn out or not strong on back, new cloth should be used.

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<sup>1</sup> Outline by Miss Jane H. Crissey.

**Wear outs.** "Wear out" books should be mended in the quickest and easiest manner, using paste, flexible glue or anything which will make the book hold together until discarded; then mark "W.O." in some designated place so that all library assistants may know the status of the book.

**Cleaning covers.** When books need cleaning on the outside, art gum, clear water, water with a little vinegar, or soap and water may be used. When dry, varnish with a thin varnish or shellac diluted with wood alcohol until it is very thin and runs from the brush like water.

**Labels.** Labels on backs of cloth bound books usually stick better if the space on which they are put has been brushed with ammonia.

**Book plates.** Book plates, if rubbed from center outward to corners, do not have air bubbles and fit smoothly.

**Hinges.** Hinges are used single and double. They may be cut various sizes and kept ready for use, Japanese paper being preferable.

**Maps.** For notes on repairing maps, see Library of Congress Report for 1901, pages 265-66.

**Paste.** As prepared paste often contains glue, the following bookbinder's recipe, free from anything injurious to paper or leather, is given:

- ¼ pound of flour (1 cup)
- 1 teaspoonful of alum, dissolved
- 1 generous fourth teaspoonful of oil of clove
- 4 cups of boiling water

Put water on to boil. Take two four-quart pans. Rinse one in cold water to prevent flour from sticking. Put flour in and mix well with a little cold water, beating with a fork until perfectly smooth. Add alum dissolved in a little cold water. Pour on two cups of the boiling water, strain through a wire sieve into the other pan. Add the remainder of the boiling water and cook, stirring constantly until partially clear. Add oil of clove and put into a perfectly clean covered crock. The hot paste thickens as it cools. Take out small quantities for use. The materials for paste cost about one cent for a hundred books.

**025.7 BINDING**

FRANK K. WALTER

**DIRECTIONS FOR USE OF GUMMED LABELS <sup>1</sup>**

Directions for using gummed labels are also given in Stearns's *Essentials in Library Administration*, 1905, pages 42-43.

In labeling books for call numbers two points are important: (1) to place the labels at a uniform height, so that the shelves will present a neat appearance; (2) to fasten the label so securely that it will not come off. These instructions should be carefully followed.

Wipe back of book where label is to go with flat one inch camel's hair brush dipped in ammonia. After wetting about 10 books wipe off the ammonia with cheese cloth. This removes the glaze from the binding and allows the label to stick.

When books are dry, add gummed label. Dip the label quickly in hot water with tweezers and press firmly into the back of the book with cheese cloth. Lower edge of label should be 5 cm from bottom of book. To secure this uniform height use a 5 x 7.5 cm slip to insure the distance on each book.

After label dries add the call number with india ink and a coarse stub pen. When dry add one coat of shellac with a very small round camel's hair brush. This first coat of shellac should be spread very thin. After drying about 12 hours add a second coat, using shellac liberally. Both coats of shellac should be applied very quickly, using as few strokes of the brush as possible, three strokes being sufficient.

If books are thin, trim edges of labels to avoid projections that will come loose. If very thin place label on front cover near back of book 5 cm from bottom.

Clean brushes with alcohol.

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<sup>1</sup> Outline by Judson T. Jennings.



## 025.7 BINDING

FRANK K. WALTER

LETTERING BACKS OF BOOKS IN INK IN NEW YORK  
STATE LIBRARY<sup>1</sup>

1 **Surface.** *a* If surface is so soft that ink soaks in, as in case of clothback binders, varnish first with a good quality spirit varnish. Thin the varnish with alcohol; if it is too thick it cracks when dry. Let books dry for several hours.

*b* If surface of book is glazed so that it will not hold ink, wipe off first with a damp cloth and polish with the palm of the hand.

2 **Ink.** Letter dark books with a good quality white lettering ink. Put on with a quill steel pen. Keep the pen perfectly clean, never allowing the ink to dry on it. Shake bottle of ink frequently and thin the ink with water when necessary.

Gold ink should be used with caution as some makes have been found to tarnish to such an extent as to become almost invisible.

3 **Varnish.** After half an hour, varnish white lettering with spirit varnish. In a few hours, the books are ready for use.

4 **Cleaning.** Very often, when books have become soiled and the lettering dim from use, the latter can be made clear again by wiping with a damp cloth.

5 **Lettering.** If the back of the book is not divided into panels by raised bands or tooling, imagine the space divided into five equal panels and letter as follows:

*a Author.* Letter author's surname in top panel, preceded by initials where there is danger of confusing with another author of same surname.

*b Title.* Letter title in second panel, including title of periodical.

In case of two books bound together, letter in top panel the author of first book and in second panel, the title; in third panel, letter author and title of second book.

*c Editor.* Letter editor's name, if needed, in third panel.

*d Volume number.* Letter volume number in fourth panel; for example, 12 not Vol. 12. Do not letter copy number, except on books for the blind.

In case there are no panels, place top of volume number 7.5 cm from bottom of book, or 2.5 cm (1 inch) above class and book number, using long side of a 5 x 7.5 cm slip for measuring. See 5f.

*e Year, series etc.* Letter year, number of volume from begin-

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<sup>1</sup> Outline by Florence Woodworth.





## 025.7 BINDING

FRANK K. WALTER

## BRIEF LIST OF REFERENCES ON BINDING FOR LIBRARIES

Abbreviations: A. L. A., American Library Association; L. J., Library Journal; P. L., Public Libraries.

- A. L. A. Committee on Bookbinding.** Binding for small libraries. Chic., A. L. A. 1909.
- Bailey, A. L.** Bookbinding. Chic., A. L. A. 1911.
- Bartlett, E. C.** Book leathers. (*In* Hitchcock, F. H. Building of a book. 1906. p. 234-36).
- Blackwell, Henry.** Special bindings. (*In* Hitchcock, F. H. Building of a book. 1906. p. 248-56).
- Brown, Margaret W.** Mending and repair of books. Chic., A. L. A. 1910.
- Chivers, Cedric.** Paper and binding of lending library books. (*In* A. L. A. Proceedings. 1909. p. 231-59).
- Materials and methods in bookbinding. (*In* A. L. A. Proceedings. 1911. p. 164-79).
- Cockerell, Douglas.** Bookbinding and the care of books. N. Y. Appleton, 1910.
- Coutts, H. T. & Stephen, G. A.** Manual of library bookbinding. Lond., Libraco, 1911.
- Crane, W. J. E.** Bookbinding for amateurs. Lond., Gill, n.d.
- Dana, J. C.** Notes on bookbinding for libraries. Chic., Library Bureau, 1910.
- Hulme, E. W. & others.** Leather for libraries. Lond., Library Supply Co. 1905.
- Johnston, D. V. R.** Binding and binderies. (*In* L. J. Oct. 1891. 16:c9-18. Also in A. L. A. Proceedings, 1891. p. 9-18).
- Elements of library binding. (*In* A. L. A. Papers ... World's Library Congress. 1896. p. 907-16). Papers also published under title *Papers prepared for the American Library Association for its annual meeting ... 1893*.
- Notes on binding. (*In* L. J. Aug. 1892. 17:c13-18. Also in A. L. A. Proceedings, 1892. p. 13-18).
- Kendall, H. P.** Book cloths. (*In* Hitchcock, F. H. Building of a book. 1906. p. 226-33).
- Nicholson, J. B.** Manual of the art of bookbinding. Phil., Baird, 1902.

- Philip, A. J.** Business of bookbinding. Lond., Stanley Paul & Co. 1912.
- Poole, R. B.** Elements of good binding. (*In* L. J. 17:c15-18. Also in A. L. A. Proceedings. 1892. p. 15-18).
- Sawyer, Harriet P.** How to care for books in a library. (*In* Wis. lib. bul. 5:6-8, Feb. '09).
- Smith, A. M.** Bookbinding. (*In her* Printing and writing materials. 1904. p. 181-223).
- Specifications for binding.** (*In* Wis. lib. bul. 3:66-67. Apr. 1907).
- Stephen, G. A.** Commercial bookbinding. Lond., Stonhill, 1910.
- [Symposium on binding] (*In* P. L. 9:259-72. June 1904).  
——— (*In* P. L. 11:287-303. June 1906).
- Tapley, J. F.** The binding. (*In* Hitchcock, F. H. Building of a book. 1906. p. 237-47).
- Wire, G. E.** Small binding plant in the building. Worcester, Mass. 1909.
- Worcester specifications.** (*In* L. J. 27:269. May 1902).
- Zachnsdorf, J. W.** Art of bookbinding. Lond., Bell, 1903.

**025.6 LOAN WORK**

JEAN HAWKINS

**BROWNE CHARGING SYSTEM<sup>1</sup>****1 Single entry**

Time account kept by book card in reader's pocket.

Filed by: (1) date; (2) call number.

**2 Reader's pocket**

Takes the place of a reader's card.

Contains name, address and registration number.

Kept in library filed by date book is due and call number of book card which is inserted in the pocket.

Kept in library filed by reader's name when no book is out.

**3 Book pocket****4 Book card**

Contains call number, author, title and accession number.

Loan desk assistant adds registration number.

Kept in pocket on inside of back cover of book when it is on the shelf, otherwise in reader's pocket filed by date and call number.

**5 Process****Issue**

Assistant takes book card from pocket, stamps on a slip in back of book the date book is due and finds reader's pocket in the reader's alphabetic file, if no book is returned. If a book is returned, finds reader's pocket in charging tray and discharges book. [See "Return," below] Writes registration number on book card, places it in reader's pocket and gives book to reader. At the end of the day assistant arranges book cards, in reader's pockets, by call number, counts them for statistics and files them by call number under date when book is due.

*The Browne system does not require reader's registration number on book card. It is used in some libraries as an extra precaution.*

**Return**

Assistant finds book card in reader's pocket from date slip and call number of book, returns book card to book,

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<sup>1</sup> This is a typical application of the system. Details vary in different libraries.

and files reader's pocket by his name if no other book is to be drawn. If another book is to be drawn the process of issue is repeated [see "Issue" above].

**Cost of supplies for Browne charging system**

Pruyn Library, Albany, N. Y.

Reader's pockets, manila, not printed, special size. . . . .	\$3	for M
Book cards, manila, cut 8.5 x 5 cm. . . . .	1	2500
Application blanks, printed, with hole at bottom. .	5	5M
Bookplates, gummed, printed in blue with addition "Gift of . . . ." or "Gift of Anna Parker Pruyn". . . . .	3	2M
Rules and regulations. . . . .	10	2500
Recall postals, postals and printing. . . . .	17.50	1500
Time slips, printed "Return on or before" in blue, gummed both ends. . . . .	4	5M
Book card pockets, triangular, printed. . . . .	7.50	5M

**025.6 LOAN WORK**

JEAN HAWKINS

**NEWARK CHARGING SYSTEM<sup>1</sup>****1 Single entry**

Time account kept by book card.

Filed by: (1) date; (2) call number.

**2 Registration**

Applicant is given application blank which he fills out with his name. Registration clerk fills in address, occupation, name of boarding place, if any, date of expiration and place of business. If applicant's name is in directory, card is given at once; otherwise a postal is mailed to the applicant asking him to call at the library for his card, bringing the postal; on the return of the postal to the library, the reader's card is granted. Parent's, teacher's or guardian's signature is required if applicant is under 18. Clerk stamps on the application slip the registration number, stamps date and fills out the reader's card (*see* 3). Clerk then fills in the reader's name, inverted, on the application slip; on the next day he copies in registration book, name, address and place of business, and files application blank by reader's name.

**3 Reader's card**

One reader's card is used, and all books, including those in the pay duplicate collection, are charged on it.

Contains on the face name, address and registration number; on the back, name and registration number repeated and date of expiration.

Carried by reader.

Loan clerk adds dates of issue and return.

Kept in front of application slip when no book is out.

Renewal determined by date of expiration on card.

Held for fines.

**4 Book pocket plain manila paper**

Contains call number and copy number.

Loan clerk adds date of issue.

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<sup>1</sup> For fuller description, see J. C. Dana's *Modern American Library Economy*, pt 1, sec. 2, Lending and receiving books: The charging system, 025.6 D16.

## 5 Book card

Contains call and copy number on face. These are added on back when face is filled.

Loan clerk adds registration number and date of issue.

Kept in pocket on inside of back cover of book, when it is on the shelf ; otherwise in tray arranged by date and call number.

## 6 Process

### Issue

To charge a book the date on which the book is taken from the library is stamped (1) on the reader's card, (2) on the book pocket, and (3) on the book card which is in the pocket, and the number of the reader's card is written opposite the date on the book card.

The book card is then dropped into a box divided into compartments which stands on the desk. At the end of the day, the book cards are taken from the circulation box and arranged in a slip rack box (1) according to class, (2) alphabetically by author number, and the box is put on the slip rack table next the one containing yesterday's circulation.

### Return

When the book is returned, the reader's card only is stamped with the return date, and the borrower may at once proceed to get another book. A fine is charged if the book is overdue — which fact is ascertained by the charging date on the left of the reader's card — and the book is laid aside to be discharged at the pleasure of the slip rack attendant.

To discharge ascertain from the book pocket the date the book was charged, then take the book card from the slip rack and put it in the pocket of its book, taking care that book and card correspond as to class, book and copy number.

Overdue books are indicated by the date slips, the trays being moved along each day.

### Cost of supplies for Newark charging system

Cash account .....	\$6	for	3M
Daily circulation .....	6		3M
Rules and regulations.....	10		5M
Reserve postal .....	11.50		1M
Reserve pink slips.....	7.50		5M
Application blanks .....	18.50		10M

Pink slips (fine) . . . . .	8.75	10M
(for registration file) . . . . .	2.25	5M
Pockets . . . . .	8	24M
Book cards . . . . .	45	50M
Reader's cards . . . . .	9	10M
Blue renewal slips . . . . .	7.50	5M
Fine postal . . . . .	11.50	1M
D.C. fine postal . . . . .	11.50	1M
Children's book cards . . . . .	12.50	10M





**025.6 LOAN WORK**

JEAN HAWKINS

**COLUMBIA UNIVERSITY LIBRARY CHARGING SYSTEM****1 Triple entry**

Book account kept by book card filed by call number.

Reader's account kept by reader's card filed by reader's name.

Time account kept by call slip filed by date.

**2 Registration**

Classes of persons who may draw books with process of registration: (a) officers of the university — are identified from the directory; (b) students — are identified by matriculation card presented at desk; (c) graduates — are identified from the lists of graduates.

Applicant, identified as above, fills out his own reader's card (*see* 5).

**3 Number of books**

Three books (three pieces) may be drawn at a time by students and graduates; an unlimited number by officers.

Books may be retained by students and graduates 14 days, subject to recall if needed by other readers. Officers' accounts must be adjusted annually.

**4 Call slip is a manila slip**

Reader adds call number, his own name and the number of the table in the reading room at which he is sitting if he wishes the book delivered there.

Loan clerk adds date of issue.

Filed by date for a time record.

**5 Reader's card**

Contains his initials, full name and address.

Kept in library filed by reader's name.

Loan clerk adds call number and dates of issue and return.

**6 Book pocket is a blank white pocket, 7.5 x 12 cm in size****7 Book card**

Contains call number, author and title.

Reader adds his name.

Loan clerk adds dates of issue and return.

Kept in pocket on inside of back cover of book when it is on the shelf, otherwise in tray filed by call number.

## 8 Overdue books and fines

Overdue books are detected by call slip. Every day clerk sends postal notice for all books overdue. On return of an overdue book the fine of 5 cents a day is collected. A book is sometimes loaned to a reader having a fine unpaid.

## 9 Process

### Issue

Clerk takes book card from pocket, replacing it with a slip showing date of issue. Reader writes his name in second column of book card and receives book. Clerk finds reader's card in file from name on book card, writes call number in second column and stamps date of issue in first column, and in first column of book card, and on call slip. Takes statistics from book card and then files book card by call number, reader's card by name and call slip by date.

### Return

Clerk removes date slip from pocket, finds book card from call number, reader's card from name on book card, and call slip from date, stamps date of return in third column of book card and reader's card, returns book card to book pocket, files reader's card by name, and returns to reader original call slip, stamped "returned" and with current date, thus providing the reader with a receipt for book returned.

## 10 Reserves

Reader writes his name in pencil in second column of book card. If more than one reserve on same book, names stand in order of request. When the book is returned the person for whom it is reserved is notified by postal and book is kept for him two days.

## 11 Renewals

Application for renewal may be made in person or in writing. Clerk discharges book and makes new charge exactly as if drawn for the first time.

**025.12 PRINTING**

FRANK K. WALTER

**PREPARING AND EDITING COPY<sup>1</sup>****GENERAL**

Write legibly, or typewrite, on only *one* side of sheet, leaving space between lines.

Leave margin at left of  $1\frac{1}{2}$  or 2 inches and at top of 1 inch.

Do not fold or roll manuscript.

Use good black ink. Copy can not be made too plain.

Use paper of uniform size, preferably about 8 x 10 inches, of medium weight and white or cream tinted.

**Numbering.** Number pages consecutively from beginning to end, with large, clear figures in upper, right-hand corner. If copy is partly sheets and partly cards, make sequence plain; for example, on last sheet write, "Copy on cards follows," and on first card, "Follows p. 170 of ms copy." Where much card copy is used an automatic numberer is a convenience. Inclose page numbers in circles to show printer that they are not final figures.

**Insertions.** If a phrase or sentence, write between lines of text when spacing permits, placing caret at point of insertion. If several sentences or a short paragraph, write on separate sheet, cut to required length, and paste edge on margin of copy opposite point of insertion, turning slip over face of sheet. If a third of a page or more, write on separate sheet or sheets, and number with figure of page on which matter is to be inserted, with letters added; for example, 7a, 7b, 7c. Write in margin opposite point of insertion, "Insert 7 a-c," or if addition comes at bottom of page, "p.7 a-c follow."

**Canceled matter.** If a letter, draw line through from right to left. If words, use heavy horizontal line. If several lines or a paragraph, draw heavy line through first and last line and connect with heavy diagonal line. If a sheet or sheets are withdrawn after pages are numbered, indicate omission on preceding page; for example, if two pages are thrown out following p. 170, mark it 170-72.

**Footnotes.** Two ways of placing: (1) directly after the reference, inclosed between lines drawn across sheet; (2) at foot of page, with line separating it from text. In either case "footnote" should be written in margin opposite and type indicated. Use

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<sup>1</sup> Revised from outline by Elva L. Bascom.

letters instead of star, dagger etc. in referring to footnotes. Printers usually consider the first method preferable. (1) is better than (2) unless tracing is very carefully done.

### **EDITING**

Two distinct processes: (1) correction of subject matter; (2) technical preparation of copy.

#### **Subject matter**

The author's responsibility, the editor's opportunity to be useful. Editor should not rewrite without author's consent, but must correct obvious mistakes.

**Accuracy.** Question any statements which you are reasonably sure are incorrect or are not clear, but do not correct them until author has been consulted.

**Verbosity.** "I learnt to think that the whole art of writing consists in making one word suffice where ordinary men use two" (Sir Leslie Stephen). "Use the shortest expressions consistent with clearness." Avoid circumlocutions. Editor is justified in cutting down when author is too verbose to permit inclusion of entire copy within available limits of printed space.

**Ambiguity.** Largely the result of bad phraseology, sometimes of inexact knowledge. Imagine yourself wholly ignorant of the matter under consideration and try to foresee any possible misinterpretation of language used.

**Diction.** Use simple words instead of long, unwieldy ones. Do not use unexplained library or other technical terms unfamiliar to intelligent laymen except in material intended chiefly for experts.

**Paragraphing.** Avoid very short or very long paragraphs by remodeling sentences so as to make connection closer or more remote as the case demands.

**Spelling, capitalization, punctuation, compounding, hyphening.** No authority beyond appeal. "Follow best usage" means little, especially for library lists and bulletins. Adopt definite rules and be as consistent as possible. Temper consistency with common sense and do not be obstinate or freakish.

**Spelling.** Prefer simpler forms; for example, traveled, program, medieval. Do not use English forms; for example, honour, centre, waggon.

**Capitalization.** "A lavish use of capitals defeats the very purpose for which the letters were distinguished in rank" (Goold

Brown). *Do not gain consistency at the cost of common sense.* Capitals are usually unnecessary in a list of book titles, but when used, should be used consistently.

**Punctuation.** Know the exact value of each mark and use only such as are necessary to make the meaning clear. Avoid the dash and too profuse use of commas. Never set off a restrictive clause from its antecedent. Do not hesitate to insert a comma between nominative and verb when it makes the sense clearer.

**Compounding.** Do not join two words when they can sensibly be written separately.

**Hyphening.** Do not use hyphen when there is good authority for joining the words or writing them as two.

### Technical preparation

**Center and side heads.** Usually furnished by author, but often irregularly supplied or inconsistently used. When more than one grade of heads, choice of type should clearly show relation. Not more than two grades of side heads can be used without risk of confusion. Center heads for most important divisions, side heads for minor divisions.

**Marginal and cut-in notes.** Seldom used in library work. Useful in textbooks; expensive. Marginal notes often added on first proofs; cut-in notes must be furnished with copy.

**Quoted matter.** Four methods of indicating: quotation marks; setting solid; indenting at each margin; setting in smaller type. The first most common for brief quotations, the last or combinations of the last three for long ones.

**Illustrations.** If full width of page, they can be supplied with first proofs; if any are to be cut in (with type on either side) they should be supplied with copy, including legends and place of insertion. Interior or exterior views should usually be half tones; plans, diagrams and reproductions of printed matter should be zinc etchings. Indicate size of all illustrations to be used.

**Indicating type.** Type for body of text is included in general directions to printer, also any arbitrary method of marking for other types; for example, blue underline for antique, red side line for small type. Ordinary symbols for italic (1 underline), small capitals (2 underlines), and capitals (3 underlines) need no explanation. Directions for other kinds of type should be written in margin of text, inclosed in circles. Ordinarily proofs of title page and at least one page of text should be examined before final choice of type is made.

**Indentation.** Indentation deserves careful attention. One em is usually sufficient for paragraphs, book lists, index entries, etc. Paragraph versus hanging indentation. Good library usage varies widely. Largely question of economy, taste, space or type. Be consistent. Ragged page margins should be avoided.

**Directions to printer.** Six essentials: type (size and face), size of type page, leading, paper, page measure, number of copies, time work is required. These directions should be sent with copy, on separate sheet for work of any length. Any instructions written on copy should be inclosed in circles or curved lines, to show that they are not to be set.

**Corrections.** Make corrections in text itself. Do not correct with proof marks. Margin should be used only for directions to printer or brief additions to text.

*The most common editing marks*

ø = use lower case letter (small c).

c = " capital letter

c = " small capital letter

(U.S.) (3) = write out; do not abbreviate or use figure

(forty) = use figures

handwork = make one word

halfway = " two words

tendency tendendancy judgement = correct spelling

cents  
4.02 ^ a copy = strike out superfluous characters

for local purposes (See p.59). = less space

to indefinitely postpone = transpose

1 3 2 4 6 5  
to indefinitely postpone an engagement which is important  
= rearrange in order of numbering

connecting 2 paragraphs = no ¶

from end of sentence to margin = no break

this  
In state = insert missing word or character

**025.12 PRINTING**

FRANK K. WALTER

**PROOFREADING <sup>1</sup>**

**Routine.** First or "galley" proofs read with copyholder, corrected, and corrected proofs sent to author with manuscript and reader's queries; original proofs sent if errors few. Author's corrections made and "revises" sent to him if he wishes them. Corrections made, type made into pages and page proofs sent to author. Corrections again made, revised page proofs taken if necessary; if not, type locked up for electrotyping and "foundry" proofs taken; these seldom seen by author. Press or "plate" proofs are sometimes submitted to author. This routine is for book work and hand-set or monotype work; in linotype work page proofs are the last usually sent. Extra charges are made for an unusual number of proofs.

**Proofs.** Proofs should be evenly printed, but light rather than heavy, to show up imperfect type. If type is indistinct or blurred, or margins too narrow for corrections, ask for better proofs. Paper should be hard enough to take good impression.

**Reading copy.** Copyholder should read manuscript to proof-reader, who follows on proof. Special care should be taken with proper names, foreign phrases, scientific terms, figures, library call numbers and any unusual forms or combinations. Composition in foreign languages is particularly liable to errors and bilingual work is even worse. Few American printers are able to handle foreign work with their regular proofreaders.

**Corrections.** Corrections may be made in ink, each reader using a different color. If paper is so spongy as to make ink spread, use a sharp, medium pencil. In actual work, pencil marking is far more common.

Place mark of correction in *margin* beside line containing error. Make marks large enough to be distinct. If few errors in line, place marks in order of errors from left to right. Proofreaders usually draw imaginary line down the center, placing marks for left half in left margin, and for right half in right margin. Do not use tracers unless necessary to connect an error with a mark or correction crowded out of its proper position, or unless the corrections are so few that the tracing lines do not become confused. Be careful that the tracers lead to the exact point of correction. In case of

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<sup>1</sup> Revised and enlarged from the original outline by Elva L. Bascom.



doubt, write out corrections or directions. Inclose in circles all *directions* to compositor.

Try to make all corrections on first proofs since time and cost of making corrections increase as type is more nearly ready for printing; that is, changes in page proofs are more expensive than in galleys, etc. All corrections that vary from copy are charged to the author, as well as any corrections made after a corrected proof has been returned to the printer.

Avoid so far as possible making changes that cause "overrunning" of type. The insertion of a word may mean running over every line to end of paragraph unless another word can be cut out to make room for it. In case of lengthy insertions or excisions, try to make them equal full lines. This may be more easily done by making minor changes in the text near the point of insertion or excision. It is sometimes better to ignore very minor errors on account of the probability of making new errors while correcting old ones.

**Reading proof.** Read twice, that is, first proofs once with copy, for typographic errors, and a second time for consistency, sense etc. If not responsible for consistency, query all deviations in margin for author to settle. Query also any statements, figures, proper names, etc. about which there is cause for doubt. Do not use query mark only, but note what question is, suggesting correct fact or form. If possible, have proof examined by more than one person and avoid haste in correcting.

**Comparing proofs.** Revised proofs should be compared with corrected proofs very carefully, the whole line being compared where an error has been corrected, and all the lines involved being read where overrunning has been necessary. In linotype work lines above and below a line containing a correction should be compared, since linotype slugs are easily misplaced, and if proof is not to be read again ends of lines throughout the text should be compared to make sure none have been misplaced.

## 025.12 PRINTING

FRANK K. WALTER

## TYPOGRAPHY AND ILLUSTRATION

*(Subject to revision.)*

Paper, type and illustration must harmonize to produce good printing.

**Type.** One of the movable blocks of metal or wood used in print letters or characters. "Such blocks, or the letters or characters impressed, used collectively" (Webster). At least 13 separate terms are applied to parts of a type (*See De Vinne, Plain Printing Types, pages 29-31*). The most important to remember are "face" and "body."

1 *Face.* "The letter or character on the upper end of the type which receives impression" (De Vinne). The part which prints the letter or character.

Important features of the face are (a) *stem*: the thick stroke or strokes of the letter or character of the face; (b) *hair line*: thin line or lines of the face; (c) *serif*: short cross line or lines of the face; (d) *kern*: projecting "end" or "beak" of lower-case letters like f, j, and many italic letters.

2 *Body.* (a) Type block on which face is cast or (b) width of type block measured at right angles to direction of the printed line. The second meaning is the one used here. Formerly arbitrary names (for example, pica, long primer, etc.) given to type of about the same body. At present, type bodies usually named by "point system," especially in the United States and to a large degree in England.

**Point system.** Introduced by Marder, Luse & Co. in 1878. Pica type of MacKellar, Smiths & Jordan Co. taken as standard. Body of this type (.166 inch or about 1/6 inch) divided into 12 equal divisions or "points" each about 1/72 inch high.

This point taken as standard of measurement, type being named from number of points in its face, for example, 6 point, 8 point, 10 point, 12 point.

Metal types vary from 3 point (about 3/72 or 1/24 inch) to 72 point (about 1 inch). Above 72 point they are usually made of wood. Six point, 8 point, 10 point, and 12 point are the most commonly used sizes. Nine point and 11 point are frequently used also.

"Leads," "furniture," ornaments and electrotypes and stereotype plates are made on the point system to allow perfect justification

of entire page. Leads are usually from 1 point to 6 point. The most common sizes are 2, 3 or 4 point.

Practice is required to judge the size of type. The best plan for the beginner is to compare with specimen of known size.

Give dimensions of printed page either in inches or picas, for example, "Set 4 x 5 inches" or, "Set 24 x 30 picas" giving width of page first and length second.

"Ems" (area of square body of font used, or size of "M", which is cast on a square body). Number of ems estimated on entire size of type page, regardless of blank spaces. Separate charge made for different sizes or styles used in same piece of work.

**Style.** Form or style of face. No definite standard of style.

*De Vinne's classification*

*Bullen's classification*

(Graphic arts, 1:201 Mar. 1911)

- 1 Roman and italic
- 2 Script
- 3 Text or black letter

- 1 Italic
- 2 Script
- 3 Text or black letter
- 4 Roman
  - a Body or book type
  - b Display types
  - c Publicity types

*Roman* (usually printed "roman"). Most used in books and periodicals. Two general classes: *modern* and *old style*. (See De Vinne, Plain Printing Types, pages 188-89). Old style most popular at present because more legible and dignified. It is hard to distinguish differences in small sizes. Caslon (old style), Cheltenham, Kenilworth and Scotch roman are common styles of roman types in present-day use.

Modern roman is better for coated or glazed papers; old style for soft and rough surfaced papers and in the larger sizes of type. Modern roman better for tabulated work and in very small sizes.

Roman is understood when no other style is mentioned; for example, 8 pt. old style = 8 pt. old style roman.

*Antique.* Bold type with heavy lines and stubby serifs. Not a good body type.

*Italic.* Roman with a slant. Every roman face may have corresponding italic.

*Script.* Facsimiles or imitations of handwriting, now used primarily for social stationery and advertising.

*Text (black letter).* Used by early printers for "text." Still common in Germany (Fraktur). Good only for ornamental or ecclesiastical work. Called "Gothic" by bibliographers.

*"Gothic" (better "block letter").* Sturdy type with lines of uniform width (that is no hair lines) and no serifs. Used mainly for display work (covers, headings, advertisements etc.). Has absolutely no claim to name "Gothic."

*Bold face.* Heavy lined type of any general style; for example, Cheltenham bold.

*Ornament.* Not classified. Each type founder names his own. Includes "borders."

*Width.* Various indicated, but usually by ems in entire alphabet; for example, 120 ems = entire alphabet is 120 ems in length). Type narrower than ordinary styles, called lean, condensed, extra condensed; wider than standard is called fat, broad faced, broad, extended, heavy.

*Choice of type.* Fashions and fads in type. Modern roman popular in middle of 19th century, old style or modern roman with old style characteristics more popular now. Present tendency toward simplicity.

Legibility is the prime requisite of all printing. Use plain faced type of as few styles as possible. A good plan is to use different sizes or modifications of same general style or face.

*Font.* "A complete assortment of all the characters that will be required in the composition of an ordinary text" (De Vinne). Implies same style and size; for example, all 10 point roman. Letter or character of another size or style is "w.f." or "wrong font"; for example, italic in a word printed in roman or a 10 point letter in an 8 point line.

*Sorts.* The extra characters needed for a piece of printing, but which are regularly or temporarily lacking in the regular font.

*Harmony.* If more than one face used, make one dominant and let subordinate face or faces be smaller. Have styles harmonize; for example, italic with corresponding roman, bold face with lighter face of same style. Never use in combination, old style and modern roman, plain and heavily ornamented type, plain type and block letter. Rarely use roman and text together.

*Page tone.* Named from general color effect of page. Two general color tones in black and white printing: (1) black, where a page has a black heavy appearance; (2) gray, where page has a

grayish look. Latter the better in most work. Excessive blackness diminishes legibility.

Avoid combination of black-toned illustrations and gray-toned pages. Page tone affected by white spaces, by face of type and by leading.

*Page proportion.* No uniform agreement on standard but most favored standard is "golden" or "ideal oblong," that is, oblong with sides in extreme and mean ratio ( $AB : BC = BC : AC$ ) or, roughly, one whose sides are in the ratios of 5:8 or of 2:3. Diagonals of type page and printed page should be in same ratio. Place type page so that inner margin is narrowest and bottom margin widest to allow for cutting in binding. (See French, G. *Printing in Relation to Graphic Art*. 1903, pages 43-50; Koopman, H. L. *Printing Page Problems with Geometric Solutions*. *Printing Art*, 16:353-56. Jan. 1911).

*Emphasis.* Put emphatic line or lines in optical center of page, that is, a little above mathematical center. Emphasize by (1) breaking into lines of different lengths and positions; (2) using varying styles and sizes of type; (3) use of different colors, or of rules and underlining; (4) variation of size and position of white space.

*Ornament.* All ornaments, borders, heading, rules, tailpieces or illustrations should be used sparingly and should harmonize with general subject.

### Illustration

Illustration in modern library publications is usually limited to (1) zinc etchings or "line cuts"; (2) "half tones"; (3) photo-gravures for fine work. Wood engraving has been practically a lost art though now being revived both for book and magazine illustrations and for fine commercial work, and etching and steel engraving are too expensive. Color work is rarely used by libraries on account of cost.

*Zinc etching* ("line cut"). Drawing photographed to size of illustration required. Negative laid on sensitized piece of zinc and exposed to light which hardens film below transparent lines of negative. Plate then placed in bath which dissolves unaffected parts of film, then in acid bath which eats away exposed metal leaving in relief parts covered by hardened film. This is mounted type high and printed from like type. It can usually be recognized by the fact that the illustration is composed of lines and more or less irregular dots. Best for reproductions of type and any drawing composed

of lines; for example, plans of buildings or pen or pencil sketches. It has only sharply contrasting tones. Costs 5-20 cents a square inch.

Special processes are sometimes used to give line cuts the effect of half tones. These usually depend on some breaking up of the lines into short lines or dots.

*Half tones.* So named because they show in white and black, gradation of color values.

Illustration photographed through a glass "screen" on surface of sensitized plate of zinc or copper. "Screen" is sheet of glass ruled with intersecting lines. Screen named from number of these lines to the inch; for example, "Screen 150" or "150 screen" or "150 line." Screens vary from 60 to 450 lines to the inch. Coarser used for newspaper work and for rough paper; finer (125 to 250 line) for smooth paper.

Negative unequally affected by light as in zinc etching and covered with mass of hardened dots in the film where light has passed through screen. Negative put into bath which washes away portions not hardened. Plate finally put into acid bath which eats away unprotected parts leaving illustration in relief in form of numerous points of metal. Printing done from this plate.

Half tones are best for interiors and for reproductions of wash drawings, water colors and illustrations generally which do not depend primarily on line. Costs 10-30 cents a square inch. Can usually be distinguished by regular pattern of dots in the lighter portions of the picture, and the absence of clear whites. In darker portions dots become practically inseparable from each other forming lines and even solid black patches. Very fine screens give best detail but require special paper, ink and presswork and hence are seldom used.

Half-tone plates often "touched up" and engraved so as closely to resemble wood engravings (*see* recent numbers of *Century Magazine*). Half tones printed in "sepia" look very much like photogravures. Different rulings or "texture" of screens give different backgrounds, some of which are well adapted to color work; for example, Ben Day screens.

Common kinds of half tones: (1) solid; (2) vignetted; (3) silhouetted.

*Photogravure.* (Also called *heliogravure*). An intaglio process, that is, printed from sunken surface. Copper plate slightly roughened by bitumen powder or other means and sensitized. Picture

printed on sensitive film through glass "positive." Unaffected parts of film washed out and plate etched in chemical bath resulting in plate with sunken (not raised) lines. Printed like copper plate or etching. Can usually be distinguished by roughened printed surface. Resembles fine hand engraving or etching. Plate often roughened or engraved to make resemblance still closer. Suitable for any kind of work but too expensive for ordinary use. Usually printed in brown or bluish tone though use not confined to these colors. Closely imitated by fine-screen half tone. Look at light places for presence or absence of regular series of half-tone dots. Very difficult to distinguish fine half tones and photogravures when printed on japan or vellum paper.

*Color work.* Complicated processes. Most modern color printing done by half-tone process. Series of negatives made through screens and colored glass "filters," usually of the three primary colors, yellow, blue and red, which affect different parts of plate differently. Plates are made as for half tones.

Picture is made by printing from these plates successive impressions over each other on the same paper. Each plate uses ink of the same or of a color similar to that of the filter used with the negative from which plate was made. These successive printings cause the paper to be covered with successive layers of different colored inks which when printed over each other produce the different tints and tones of the original object or illustration. "Three color" work uses yellow, red and blue plates. "Four color" process uses a lighter blue plate and a fourth plate of black or dark gray to "strengthen" the picture. (*See Jacobi, Printing, pages 250-53*).

A colored print made by this process will usually have the characteristic dotted effect of the ordinary half tone. A common fault is the blurring of outlines due to imperfect "register."

Never combine illustrations in brown, blue or other single color, with black text. Such combination requires expert treatment to be even moderately successful.

Remember that every bit of color printing, even if only a single letter, requires an extra printing of entire sheet and increases cost of press work.

**025.12 PRINTING**

FRANK K. WALTER

**PAPER**

**Printing and writing papers.** These papers made chiefly from (1) linen and cotton rags, (2) wood pulp, (3) esparto and straw. Last class is used extensively in England and the continent but rarely in the United States. Can be made from practically any plant with prominent fiber, but cost of manufacture is usually too high to be practical.

Rag papers most expensive and durable. Best for writing and record papers and for best book papers. "Linen paper" made from linen or cotton rags or mixture of the two. Most book papers made from (1) rag and chemical wood pulp, (2) chemical wood pulp, (3) chemical and mechanical wood pulp. Third class very poor.

**Process of manufacture.** (1) *Handmade*, (2) *machine made*. Handmade practically always rag paper. Expensive and used only for fine writing paper and special editions. Best machine-made paper practically as good as handmade.

**Handmade paper.** Rags sorted, cut into bits, washed, bleached. fibers separated from dirt and organic matter by chlorid of lime or other chemicals, then boiled or "digested" into pulp. Pulp also called "*stock*" and is foundation of paper. Stock thoroughly beaten and poured on fine screen or mold with shallow frame or "*deckle*." Mold shaken backward and forward to mat or "*felt*" fibers of pulp and drain out water.

**General patterns of paper.** (1) "*wove*": wire screen closely woven with no special pattern; (2) "*laid*": screen of small parallel wires crossed by larger wires, producing lined or ribbed effect.

**Watermark.** Small, semitransparent pattern identifying maker. Pulp removed from mold, placed between dryers, pressed. Process repeated, then sheets hung up to dry. When dry, "sized" to give smooth surface, again pressed and dried.

Handmade paper strong because little or no breaking of fiber in process. Bank note made from handmade paper. "Deckle edges": rough edges caused by overflowing deckle.

**Machine-made paper.** General processes practically same as for handmade paper except that mechanical means are used from time rags are sorted and cut. Stock thoroughly washed in clear soft water, drained and thoroughly beaten in "beaters." This very



important process determines many future characteristics of the paper. Pumped from "*beaters*" into vat from which it passes to paper machine (Fourdrinier). Deposited upon belt of wire cloth which moves pulp so as to interlace fibers and drain out water. The resulting soft pulpy web passes to "*dandyroll*" which forces fibers still closer together. Wire patterns on dandy-roll make watermark and "*wove*," "*laid*" or other "*texture*." Paper next passes through felt rollers to felt band to other rollers which compress, smooth and dry it. Last set of rolls is *calender rolls* which smooth paper to desired finish.

Process may be stopped at any point according to finish desired or other steps, such as mechanical sizing or coating, may be added.

**Wood pulp paper.** Most cheaper papers are wood pulp, the best coming from spruce or other coniferous trees though nearly any soft wood can be used. Hard woods (birch, oak etc.) are not suitable.

Two general kinds of wood pulp: (1) chemical, (2) mechanical.

*Chemical wood pulp.* Fiber separated from albuminous and other organic matter by chemical means and fiber left practically in original form and length. "*Sulphite pulp*" and "*soda pulp*" so named from general character of chemical solution used. Good "*chemical pulp*" papers fairly durable and chemical pulp often mixed with rag stock. Basis of most modern book papers. Thorough washing an essential.

*Mechanical pulp* ("*ground wood pulp*"). Wood ground, boiled, bleached and pressed into sheets. Fibers are so shortened in process that "*felting*" is practically out of the question and some "*chemical pulp*" must be mixed with it to hold it together (usually about 10 per cent chemical pulp in ordinary "*news*" paper). Other organic portions of wood not well separated from fiber and hasten discoloration and decay.

After pulp is prepared, process of making pulp paper same, as that for rag.

Paper with any mixture of mechanical wood pulp excusable only for publications of merely temporary value.

*Paper is essentially a felt and depends for its strength on thorough interlacing of its fibers.* Paper from short fibers (for example, mechanical pulp) or with fibers not thoroughly tangled by motion in all directions is weak. Latter kind weaker one way of grain than the other.

**Paper (by use)**

1 *Printing or book papers.* Finest grade, rag paper (either linen, cotton, or mixture of the two). Good grades may contain small proportion of chemical pulp. Cheapest contain considerable mechanical pulp. No books of mechanical pulp paper should ever be bought for library unless absolutely necessary.

*Principal finishes* (apply to any class of paper):

- 1 *Wove.* No special pattern. No cross wire marks.
- 2 *Laid.* Show parallel wire marks with larger cross lines.
- 3 *Antique.* Unfinished surface, usually soft and bulky.
- 4 *Machine finish.* Smooth but unglazed. Passed through one set of calender rolls direct from drying cylinder.
- 5 *Calendered.* Higher polish than machine finish. Through more calender rolls.
- 6 *Supercalendered.* Still higher finish. Passed through still more rolls usually after paper has been dipped in sizing.
- 7 *Coated* (or "loaded"). Highly glazed surface coated with mixture of clay or casein and some gelatinous substance, usually before calendering.
- 8 *Plate.* Paper used primarily for illustrations. Applied to: (a) heavy highly glazed paper for half tones; (b) "vellum" or "Japan paper"; (c) stout paper with antique surface for etchings and engravings.

2 *Writing papers* (record papers). Best grades made from rags; cheaper from wood or mixture of wood and rags. Mechanical pulp unsuited for notes in ink. Sizing usually mixed with pulp to prevent ink from spreading. Usually made from same stock as book papers but put through more rolls and have finer texture. Most common kinds are:

- 1 *Bond.* Thin, strong wove rag paper with slightly rough surface. ("Onion skin" is a bond).
- 2 *Linen.* Made from same stock as bond, but usually heavier, rougher, and "laid," instead of "wove." Usually all or large part cotton. Rarely pure linen in modern papers.
- 3 *Ledger.* Generally from same stock as best bond but heavier and with smooth surface, generally wove.
- 4 *"Flats"* ("flat writings"). Cheaper grades often with chemical pulp mixture or entirely chemical pulp. Machine finish or calendered.

3 *Special papers.* Blotting, marbled, tissue, covers etc. "Covers" only ones that require mention here. Chief points to note in

these: (1) durability, (2) permanence of color, (3) liability to soil, (4) harmony in color, texture and weight with body of pamphlet.

*Bristol board.* Used in card records. Heavy paper or light board formed, by pressure, from two or more sheets of heavy paper (2 ply, 3 ply, etc.)

**Paper measurement.** Measured for quantity either by weight or ream (480 sheets of writing, usually 500 of printing to the ream). Weight also based on ream, for example, 40 pound paper equals paper weighing 40 pounds to the indicated ream. 16, 18, 20, 24 pounds common weights for book work. Printers estimate press work by quire, seldom considering less than one-half quire in bill.

Size of single sheet usually indicated in sample book or price list. Special names (antiquarian, fools cap, royal etc.) given to special sizes (*see Webster's New International Dictionary, under Paper*).

Some common American sizes: 22 x 28; 24 x 38; 25 x 38; 26 x 40; 28 x 42.

Printing must be done right way of grain to ensure durable binding and correct register. Size of sheet and direction of fold affect cost of printing considerably because of waste. Papers usually made to fold into signatures of standard sizes.

**Paper and type.** Harmony of paper and type necessary. Small, light-faced types require smooth-surfaced paper; large, bold-faced type looks better on soft, rough surface.

Wood cuts and line cuts go best on antique or machine-finished paper; fine-screen half tones need smooth, hard surface to bring out detail.

Do not use large antique old style or text type on paper with high finish, nor block letter or modern roman or other thin-faced type on handmade or rough-surfaced paper.

Generally, the smaller the type and the greater the required detail, the smoother must be the surface of the paper. Present preference for most work is old style or modified roman (like Cheltenham or Scotch roman) type on antique or machine finish of cream tint.

Offset process gives wider range of papers for half-tone work but is practicable only in large orders.

*Paper tests.* Most important characteristics of ideal printing paper are durability, strength, lightness and opaqueness. These are hard to obtain in combination. "Any paper must be a compromise among opposing characteristics and the nature of this compromise is determined by the purpose for which the paper is to be employed."

Analysis should always precede any large purchase or the issue of

any large edition. Thorough analysis requires chemical knowledge and equipment and is best obtained from some reliable laboratory.

For small orders it is usually enough to have the printer guarantee the paper. Insist on seeing a sample in advance and if rough tests show suspicious qualities make the printer prove his assertions.

The following tests are rough but will often reveal particularly bad qualities:

*Durability.* Expose to direct sunlight and to weather for two or three weeks. Compare with strip of same paper kept in the dark. Poor paper will become brittle and yellow under sunlight and will lose its "body" when exposed to outside moisture. Another common test is to crumple into a tight ball a piece of the paper to be tested. A durable paper can usually be unfolded and smoothed out with little injury. A poor paper will show cracks and thin places along the folds.

*Sizing.* Touch tip of finger or tongue to paper. If paper feels sticky, sizing is probably poor. Make broad ink mark on paper; it will spread if paper is not well sized.

*"Loading" in coated paper.* Burn a strip of the paper. Rub ashes between fingers. If gritty there is excess of clay and paper will break and be hard to rebind.

*Evenness of texture.* Hold to light and note whether fibers are evenly distributed or collected in spots or blotches. Tear in several directions and notice whether paper tears evenly. Uneven texture does not necessarily imply poor quality but does affect presswork and binding.

*Clearness of impression.* Write with ink and note whether ink spreads evenly. Rub with sleeve or rub two sheets together till the paper gets warm. Hold on level with eye and note any "fuzzy" appearance on surface, which might cause presswork to be bad.

*Opaqueness.* Draw heavy ink lines on one side or place over a printed page and note whether the marks or the print show through.

*Tensile and folding strength.* Try to pull sheet apart by pulling on edges. Tear lengthwise and crosswise. Fold several times backward and forward along same line and note whether paper tears easily along the fold.

*Direction of grain.* Cut strip lengthwise and another crosswise of sheet. Lay on each other and hold by one end. If under one bends away decidedly from upper, it is cut across the grain. Cross-grained strip also folds more readily.

*Weight.* Important consideration in matter to be mailed. Addi-

tional cost of lighter, tougher paper more than saved in postage. Beware of ordinary coated and loaded paper. It adds greatly to weight, has bad odor, pages stick together, soon loosens from binding and defies ordinary processes of rebinding.

**Inks.** Choice of ink a matter for printer, not for user of printing except in as far as color is concerned. Demand a clear, black (not gray) impression. If red is used, get clear red, not muddy or pale shades. Avoid color work in body of publication and stick generally to black unless your printer is very skilful in color harmony, or you are.

**025.5 ELEMENTARY REFERENCE**

FRANK K. WALTER

**SOME POINTS TO CONSIDER IN JUDGING  
DICTIONARIES**

- 1 Scholarship
  - a Editors
  - b Original work or adaptation or revision of older work
- 2 Vocabulary
 

Number and kind of words included: colloquialisms, obsolete words, technical terms, proper names, phrases, abbreviations
- 3 Spelling
 

Conservative or reformed, alternatives
- 4 Pronunciation
 

Accents and diacritical marks, alternatives
- 5 Definitions
  - a Accuracy
  - b Simplicity
  - c Fulness
 

Brief or encyclopedic, alternative meanings, illustrative quotations, synonyms
- 6 Etymology
 

Immediate or primary source, original characters or transliteration
- 7 Date of publication
 

When important. Copyright and title-page date
- 8 Supplementary features
  - a Illustrations and plates
 

Of real value or simply "padding"
  - b Appendixes
 

Number and character
- 9 Physical make-up
  - a Proofreading
  - b Type: size and style
  - c Paper and presswork
  - d Binding

**POINTS BY WHICH TO JUDGE A CYCLOPEDIA****Scholarship**

- a Who are the editors? Are they real or nominal editors? Are they authorities in their special fields?
- b Is the work independent or borrowed? Are obligations to other works acknowledged?

*c* Spellings, transliteration, accents or other aids to pronunciation

*d* Is the point of view ostensibly popular or technical?

*e* Are the opinions expressed unbiased and the statements accurate?

#### Proportion

Are important and unimportant topics properly subordinated? Is undue space given to subjects of local or national rather than international importance?

#### Origin and source

Is the work the exponent of any particular school of thought or the organ of any learned society or institution?

#### Date

Are the subject matter and treatment modern or must the work be extensively supplemented by other works?

#### Plan of arrangement; dictionary or alphabetico-classed?

Are the articles under specific or broad general heads? Is an index or table of contents necessary?

Are the articles signed or unsigned?

#### Typography

Illustrations, maps, proofreading, suitable sized contrasting types, paper, binding.

#### Bibliography

Number and character of entries. Are the references cited easily obtainable and suitable for the average reader?

#### Choice of headings

Are nouns or adjectives preferred; for example, *Athanasian creed* or *Creed, Athanasian*? Are the headings popular or scientific; for example, *Caryophyllaceae* or *Pink family*?

#### Cross references

Are they sufficient in number and consistent?

#### Alphabeting

What details of alphabetic arrangement are followed; for example, does *New York* precede or follow *Newark*?

**028 SELECTION OF BOOKS**

MARY E. EASTWOOD

**028.2 PRINCIPLES OF BOOK ANNOTATION <sup>1</sup>**

A book note is a characterization of a book for purposes of selection on the part of readers or librarian.

The object of a reader's note is to help each reader who may meet the book in the library to decide whether he wishes to read it.

The object of a librarian's note is to help the librarian to decide whether it is wise to add a certain book to his collection, and also to what groups of people or particular individuals the book will appeal.

The reader's book note, therefore, must be written from the standpoint of the reader, the librarian's book note from the standpoint of the librarian. The two notes for the same book will consequently often be different in form, in spirit and in substance.

The reader's book note should be descriptive, appealing and sometimes critical. The critical element should always be subordinated.

The librarian's book note should be descriptive and critical. An attempt to combine the objects sought in a reader's book note and a librarian's book note is likely to result in a note which is appropriate to neither. Both, however, should be fair and discriminating and based on definite knowledge of the book.

The following statement of a few principles that should guide the writer of reader's book notes assumes that all the books for which notes are written are both *of interest* and *of value* to at least part of the readers.

The writer of a reader's book note must grasp what is vital in the book discriminating between the essential and the immaterial; he must decide not only intellectually but sympathetically to what people the book will appeal; finally he must describe the book so as to reproduce its atmosphere and spirit and make the people to whom it belongs, that is, to whom it naturally appeals, want to read it. This come-and-read-me air will at the same time attract those to whom the book belongs and save the people who do not like that kind of a book from reading it. The note should as a rule be written for the people to whom the book will appeal, not primarily to discourage those who ought to be warned against it. In other words the quality of the note should be positive, not negative.

The following note on Mrs Oliphant's *Jean D'Arc* is strictly

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<sup>1</sup> By Salome Cutler Fairchild.



truthful and suits the readers who would find Francis Lowell's *Joan of Arc* useful, but it ought to be made to suit the class who would not care for Lowell and who would find Oliphant much more to their purpose. "A gracefully written, but somewhat hysterical biography of the Maid of Orleans. Strives to combine fact with picturesqueness, but does not succeed in giving an accurate or well-balanced account of the period or of the character. Sympathetic in the main, it is a much slighter and less profitable work than Lowell's." A more satisfactory note would be "A life of Joan of Arc from the standpoint of the enthusiastic admirer; not so reliable or scholarly as the life by Lowell but charmingly written and perhaps more interesting to most readers."

It is unbecoming and quite apart from his function for the writer of a book note to take sides in any mooted question. Compare the following note on Kropotkin's *Fields, Factories and Workshops* "Contains some interesting chapters on agriculture, and one on education; but his ideal, that each nation should be her own agriculturist and manufacturer, and sufficient unto herself *seems both impracticable and undesirable*" with "A plea for the decentralization of industries, the combination of trades with agriculture, of brain work with handiwork. Fortified by practical examples from personal investigation, those drawn from agriculture being especially strong. Its genuine enthusiasm and temperate statements will win the interest of the most skeptical."

Reader's book notes fail of their purpose if run in a mold. Set phrases are very undesirable. With them it is impossible to give the spirit of a variety of books. Originality and diversity are important characteristics.

The style and language of the note should fit the character of the book. "An elementary investigation of the structure and habits of the bee" is a perfectly truthful statement regarding Morley's *Bee People*, but the statement is so inappropriately worded that it gives an entirely false idea of the book. Contrast it with the following, intended for the use of children: "All about the bees—queen bee, workers and drones. Tells about their 12,603 eyes, the way they get the honey from the deep flowers, the way they comb their hair and the way they feed the baby bees." Simple Anglo-Saxon words seem to fit best a book written in a simple style. "The formation, characteristics and habits of the honeybee" is not so suitable a description of *Bee People* for an adult as "A book telling about bees, how they are made, what they do and how they should be treated."

In writing a note for a book which is hazy and dreamy, and poetic in style, make sure that in trying to give the atmosphere of the book you do not make your note itself hazy and dreamy. A note for this style of book, as for every other, should give the reader a *clear* idea of the book. One is likely to fall into this mistake in writing a note for a book like Maeterlinck's *Wisdom and Destiny*.

In writing a reader's book note for a public library, make sure that it not only gives a clear and appropriate idea of the book, but also that it is likely to strike the ordinary everyday reader favorably. Avoid such a note as the following for *Wisdom and Destiny*: "An individual philosophy of life which is rare, delicate and fragile, beautiful as a floating mist." It is a very pretty note, and perhaps gives a fair idea of the book and might not be an unsatisfactory note for a select body of readers, but it would surely strike the average reader in a public library as lacking in good sense. Prefer, for example, "A philosophy of life essentially happy in its conception, centering in the thought that destiny can not utterly destroy the wise. Somewhat mystical and elusive but always healthy and lofty in tone and full of poetic beauty."

It is very important to begin a note in such a way as to attract the reader. Hyde's *God's Education of Man* is a book that appeals to many readers. A majority of those who read the first words of the following note would scarcely go any further. "Sin, redemption and sanctification are the subjects of the three main chapters in which vital principles in the old theology are made the basis of the reorganized faith in harmony with scientific thought." Those who would care for the book would be more likely to read it if it were introduced to them by such a note as "A practical book stating the commanding doctrines of religious life and thought in forms that appeal to the experience of men of today. Not at all controversial in spirit, deeply religious in tone and stimulating in its effect on thought and action, it will appeal to readers of widely differing views."

In issuing a book there are three ways in which an author uses his material which has been previously printed in magazines:

- 1 A direct reprint; for example, Eliot's *Educational Reform*
- 2 Rewritten matter, using material of the article
- 3 Issuing in book form matter printed in part in a magazine

The first should be mentioned in the book note; for 2 and 3 it is not necessary. The reader has a right to expect to find a subject treated with the unity of a book unless told that he will find the

disconnected treatment of a collection of addresses on the same general subject. Some readers would prefer the disconnected treatment of magazine articles.

Do not repeat what is expressed in the title unless for clearness or emphasis.

A note for fiction should not give the plot or story.

For a book suited to the general reader, avoid unusual words. Do not use such an expression as "his knavery being extrinsic rather than intrinsic" or "details his life history, dwelling particularly on causative facts."

Avoid unusual and doubtful expressions in making quotations even though the author of the review is a good authority. For example, Lyman Abbott, in reviewing the *Life of Henry Drummond* by Smith says, "So vital a man," meaning apparently virile, or a man with so much vitality. It is an uncommon use of the word "vital" and might strike the reader unpleasantly. Avoid for the same reason, "weaved a web," taken from one of the best reviews.

When good critics disagree, do not decide. Some critics say that Cable's *Strong Hearts* is equal to his earlier stories; others that it is inferior. It is inappropriate to attempt to settle this question in a book note.

Reread your own notes to make sure that the participles fit the nouns to which they refer. It is easy if the participle and noun are in different parts of the sentence not to notice that they do not belong together; for example, "A strong romance of the second crusade, excellently told"; we tell a tale, but we do not tell a romance: or, "Voyage of a whaling vessel in the south seas told by one of the seamen"; we do not tell a voyage, but the story of a voyage.

## 028 SELECTION OF BOOKS

MARY E. EASTWOOD

SHORT REFERENCE LIST FOR THE STUDY OF SELECTION OF BOOKS AND BOOK ANNOTATION <sup>1</sup>

**Savage, Ernest Albert.** Manual of descriptive annotation for library catalogues, by E. A. Savage; with chapter on evaluation and historical note by E. A. Baker... 5:2+155p. D. Lond. 1906. Library Supply Co. 5s n

**Sonnenschein, William Swan, comp.** Best books; a reader's guide to the choice of the best available books (about 100,000) in every department of science, art and literature, with the dates of the first and last editions, and the price, size and publisher's name (both English and American) of each book: a contribution towards systematic bibliography, with complete authors and subjects index; 3d ed. entirely rewritten... v.1-2, sq. O. Lond. 1910-12. Routledge 14s n each (Putnam \$3.50 n each)

To be complete in 3v.; the entire work also to be issued as a single volume. Supersedes the 2d edition, 1891, and its supplement, the *Reader's guide to contemporary literature*, 1895.

**American Library Association.** Catalog of "A. L. A." library, 5000 volumes for a popular library selected by the American Library Association and shown at the World's Columbian Exposition. 20+592p. O. Wash. 1893. U. S. Bureau of Education, o.p.

——— A. L. A. catalog; 8000 volumes for a popular library, with notes, 1904, prepared by the New York State Library and the Library of Congress, under the auspices of the American Library Association Publishing Board; editor, Melvil Dewey; associate editors, May Seymour, Mrs H. L. Elmendorf; part 1, classed; part 2, dictionary. 2 v. in 1, O. Wash. 1904. Sup't of Documents, paper \$1

——— A. L. A. catalog, 1904-1911; class list: 3000 titles for a popular library with notes and indexes; ed. by Elva L. Bascom. 350p. Q. Chic. 1912. Amer. Lib. Ass'n Pub. Bd \$1.50

**A. L. A. Booklist:** a guide to the best new books, 1905-date. v.1-date, D. Chic. Amer. Lib. Ass'n Pub. Bd \$1 a year

Monthly except July-August. Subject index to v. 1-6, Jan. 1905-June 1910, 40c; v. 7, Sept. 1910-June 1911, 10c

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<sup>1</sup> Compiled by Martha Thorne Wheeler.

**New York (state). State Library.** Selection from the best books, 1897–date. O. Alb. 1898–date. (Bibliography bulletin) Single copies of current number free

Published annually.

**Leypoldt, Mrs Augusta H. & Iles, George, comp.** List of books for girls and women and their clubs, with descriptive and critical notes and a list of periodicals, and hints for girls' and women's clubs. 6+1+161p. Q. Bost. 1895. Library Bureau

To be obtained from the American Library Association, 78 E. Washington st., Chicago, paper 25c (postage 10c). Also issued in the small series, 5 parts, 5c each.

**Pittsburgh Carnegie Library.** Classified catalogue, 1895–1902. 3v. O. Pittsburgh 1907. Carnegie Library \$12

————— 1902–1906. 2v. O. Pittsburgh 1908. Carnegie Library \$5

————— 1907–1911. Parts 1–3. Pittsburgh 1912–date. Carnegie Library

Pt 1, General works, philosophy, religion. 1912. 327p. paper, 40c, postpaid 50c.

Pt 2, Sociology, philology. 1912. 712p. paper, 45c, postpaid 60c.

Pt 3, Natural science, useful arts. 1913. 623p. paper, 60c, postpaid 75c.

———— Monthly bulletin, 1896–date. v. 1–date, O. Pittsburgh 1896–date. Carnegie Library 25c a year

Not published August–September.

**Pratt Institute, Brooklyn, N. Y. Free Library.** Technical books, 1908–date: a selection. D. Brooklyn 1909–date. Free.

Published annually.

**Harvard University.** Guide to reading in social ethics and allied subjects. 10+265p. O. Cambridge 1910. (Publications of the department of social ethics in Harvard Univ. no. 3) \$1.25

**Bascom, Elva Lucile, comp.** Selected books on nature study for schools and libraries... 42p. O. Alb. 1910. Univ. of the State of N. Y. (N. Y. State Education Dep't Bulletin 467) Single copies free

Arbor Day annual for 1910.

**Sturgis, Russell & Krehbiel, Henry Edward, comp.** Annotated bibliography of fine art: Painting, sculpture, architecture, arts of decoration and illustration, by Russell Sturgis; Music, by H. E.

Krehbiel; ed. by George Iles. 5+89p. Q. Bost. 1897. Library Bureau. (American Library Association. Annotated lists) o.p.

Original price: cloth \$1 n, paper 50c n.

**Larned, Josephus Nelson, ed.** Literature of American history: a bibliographical guide, in which the scope, character and comparative worth of books in selected lists are set forth in brief notes by critics of authority... 9+588p. O. Bost. 1902. Houghton. (American Library Association. Annotated lists)

To be obtained from the American Library Association, 78 E. Washington st., Chicago, \$6 n (postage 30c).

————— supplement for 1900 and 1901; ed. by P. P. Wells. 3-37p. O. Bost. 1902. Houghton. (American Library Association. Annotated lists) o.p.

Originally published at \$1 n. Supplementary titles for 1902 and 1903 were included in the *Annotated titles of books on English and American history*, obtainable from the American Library Association, 78 E. Washington st., Chicago, in pamphlet form at \$1 a year, in card form at \$2. The supplement for 1904 appeared in the *A. L. A. Booklist*, Feb. 1906, and was also published, together with the titles on English history, in a pamphlet which may be obtained from the American Library Association for 25c.

**Adams, Charles Kendall.** Manual of historical literature; comprising brief descriptions of the most important histories in English, French and German... 3d ed. revised and enlarged. 38+1+720p. O. N. Y. 1889, '82-88. Harper \$2.50

The author, an historian and a professor of history, is a competent judge of historical literature. He covers the whole field, describing quite fully, criticizing and comparing 974 works selected as of value to the student and scholar. A very few books have been included to be condemned. Books more recent than 1888 are not included. Works are classified under country and period. Each chapter is followed by suggestions to students, which cover very brief, practical, pungent characterizations and comparisons of a much larger number of books. Both the full and the brief book notes are trustworthy and well written.

**Andrews, Charles McLean, Gambrill, John Montgomery, & Tall, Lida Lee.** Bibliography of history for schools and libraries, with descriptive and critical annotations; published under the auspices of the Association of History Teachers of the Middle States and Maryland. 12+224p. D. N. Y. 1910. Longmans 60c n

**Johnston, William Dawson, comp.** Annotated titles of books on English history, published in 1897-1904. O. Bost. 1898-1906

Issued by the American Library Association; lists for 1897-1903 in pamphlet form \$1 a year, in card form \$2 a year; list for 1904 (reprinted

from the *A. L. A. Booklist* for March 1906) in pamphlet form only, 25c. For 1902-4 American history titles are included.

**Baker, Ernest Albert, comp.** History in fiction; a guide to the best historical romances, sagas, novels and tales... 2 v. S. Lond. 1907. Routledge 2s 6d each (Dutton (English library) 75c n each)

*Contents:* v. 1, English fiction; v. 2, American and foreign fiction.

——— Guide to the best fiction in English; new revised and enlarged edition. 12+813p. sq. O. N. Y. 1913. Macmillan \$6 n (Routledge 21s n)

Revision and expansion of Baker's *Descriptive guide to the best fiction, British and American, including translations from foreign languages.* 1903.

## 028 SELECTION OF BOOKS

MARY E. EASTWOOD

## PERIODICALS USEFUL FOR BOOK REVIEWS

**General and literary**

**Academy and Literature.** 1869–date. v. 1–date: v. 1–3, sq. Q; v. 4–date, sq. F. Lond. 1870–date. Odhams: inland 15s, foreign 17s 6d

Weekly.

**Athenaeum.** Journal of English and foreign literature, science, the fine arts, music and the drama. v. 1–date: v. 1–90, Q; v. 91–date, sq. F. Lond. 1828–date. Athenaeum: inland 15s 3d, foreign 18s

Weekly.

**Atlantic Monthly.** A magazine of literature, science, art and politics. v. 1–date, O. Bost. c1858–date. Atlantic Monthly Co. \$4

Separate index volumes covering v. 1–62 (1857–88) and v. 63–88 (1889–1901).

**Bookman.** An illustrated magazine of literature and life, 1895–date. v. 1–date, illus. Q. N. Y. c1895–date. Dodd \$2.50

Monthly.

**Dial.** A semimonthly journal of literary criticism, discussion and information, 1880–date. v. 1–date, Q. Chic. 1881–date. Dial Co. \$2

**Independent.** 1848–date. v. 1–date: v. 1?–19, F<sup>7</sup>; v. 20–24, F<sup>8</sup>; v. 25–50, pt 1, F<sup>5</sup>; v. 50, pt 2–date, O. N. Y. 1848–date. Independent \$3

Weekly.

**Nation.** A weekly journal devoted to politics, literature, science, drama, music, art and finance. v. 1–date, sq. F. N. Y. 1865–date. N. Y. Evening Post Co. \$3

**New York Times, Review of Books.** Jan. 2, 1897–date. F<sup>5</sup>. N. Y. 1897–date. N. Y. Times \$1

Issued as a supplement to the Sunday issue of the *New York Times*. Previous to Jan. 29, 1911, published on Saturday as the *New York Times, Saturday Review of Books*.

**North American Review.** 1815–date. v. 1–date, O. Bost. 1815–77; N. Y. 1878–date. North Amer. Rev. Pub. Co. \$4

Monthly. Separate index to v. 1–25.



**Outlook.** A weekly newspaper, July 1893–date. v. 48–date, illus. v. 48–54, F; v. 55–date, O. N. Y. 1893–date. Outlook Co. \$3

Continuation of the *Christian Union*.

**Outlook** [English]. A weekly review of politics, art, literature and finance, Feb. 1898–date. v. 1–date, F. Lond. 1898–date. Outlook: inland £1 8s, foreign £1 10s

**Saturday Review** of politics, literature, science and art. v. 1–date, F. Lond. 1856–date. Saturday Review: United Kingdom £1 8s 2d, abroad £1 10s 4d

Weekly.

**Spectator.** A weekly review of politics, literature, theology and art, July 1828–date. v. 1–date, F. Lond. 1828–date. Spectator: United Kingdom £1 8s 6d, abroad £1 12s 6d

**Yale Review.** A quarterly magazine devoted to literature, science, history and public affairs, May 1892–date. v. 1–19, O. New series, Oct. 1911–date, v. 1–date, O. New Haven, 1893–date. Yale Pub. Ass'n, \$3

Succeeds the *New Englander and Yale Review*. First 19 volumes were devoted to the scientific discussion of economic and social questions.

### Philosophy

**American Journal of Psychology.** v. 1–date, O. Worcester, Mass. 1888–date. Florence Chandler, Clark Univ. \$5

Quarterly.

**Hibbert Journal.** A quarterly review of religion, theology and philosophy, Oct. 1902–date. v. 1–date, O. Lond. 1903–date. Williams & Norgate 10s (Bost. Sherman, French & Co. \$2.50)

**International Journal of Ethics.** A quarterly devoted to the advancement of ethical knowledge and practice, Oct. 1890–date. v. 1–date, O. Phil. 1891–date. Internat. Jour. of Ethics \$2.50

Succeeds the *Ethical Record*.

### Religion

**American Catholic Quarterly Review.** 1876–date. v. 1–date, O. Phil. 1876–date. Amer. Cath. Quar. Rev. \$4

General index to v. 1–25, Jan. 1876–Oct. 1900, 25c.

**American Journal of Theology.** Edited by the divinity faculty of the University of Chicago, 1897–date. v. 1–date, O. Chic. 1897–date. Univ. of Chicago Press \$3

Quarterly.

**Biblical World.** 1882–date. v. 1–date, O. Chic. 1882–date. Univ. of Chicago Press \$2

Monthly. v. 43 (new ser. v. 28) contains index to v. 16–43 (new ser. v. 1–28), 1893–1906; index of books reviewed on p. 506–20.

Titles of earlier volumes: v. 1–2, *Hebrew Student*; v. 3–8, *Old Testament Student*; v. 9–15, *Old and New Testament Student*.

**Catholic World.** A monthly magazine of general literature and science, published by the Paulist fathers, 1865–date. v. 1–date, O. N. Y. 1865–date. Catholic World \$3

**Dublin Review.** Quarterly, 1836–date. v. 1–date, O. Lond. 1836–date. Burns & Oates 21s

**Expository Times.** 1889–date. v. 1?–date, Q. Edin. 1890–date. T. & T. Clark 6s

Monthly.

**Jewish Quarterly Review.** v. 1–date, O. Phil. 1889–date. Dropsie College \$3

The first series, 20v. 1888–1908, was edited by Israel Abrahams and C. G. Montefiore, and published in London; new series, v. 1, began in July 1910.

**Princeton Theological Review.** 1903–date. v. 1–date: v. 1–4, Q; v. 5–date, O. Princeton 1903–date. Princeton Theol. Rev. Ass'n \$3

Quarterly. Edited by the faculty of Princeton Theological Seminary. Succeeds the *Presbyterian and Reformed Review*.

### Sociology

**American Academy of Political and Social Science.** Annals. Bimonthly, 1890–date. v. 1–date, O. Phil. 1890–date. Amer. Acad. of Pol. and Soc. Sci. \$6

**American Economic Review.** March 1911–date. v. 1–date, O. Cambridge 1911–date. Amer. Economic Ass'n \$4

Quarterly. Constituting four out of the six numbers yearly of series 4 of the *Bulletin* of the American Economic Association. To members of the association, annual membership fee \$3, are sent the *American Economic Review*, the *Proceedings* of the annual meeting, and the *Handbook*. To persons not members the subscription price of the *Review*, including the *Proceedings*, is \$4.

**American Journal of Sociology.** Bimonthly, July 1895–date. v. 1–date, O. Chic. 1896–date. Univ. of Chicago Press \$2

**Economic Journal.** The journal of the Royal Economic Society. v. 1–date, Q. Lond. 1891–date. Macmillan 5s per no.

Quarterly. Index to v. 1–10, 1891–1900, published separately.

**Economic Review.** Published quarterly for the Oxford University branch of the Christian Social Union. v. 1–date, O. Lond. 1891–date. Rivingtons 10s

**Journal of Political Economy.** v. 1–date, O. Chic. 1893–date. Univ. of Chicago Press \$3

Monthly except August–September. Edited by the faculty of political economy of the University of Chicago.

**Political Science Quarterly.** A review devoted to the historical, statistical and comparative study of politics, economics and public law; ed. for the Academy of Political Science in the city of New York by the faculty of political science of Columbia University. v. 1–date, O. Bost. 1886–date. Ginn \$3

Index to v. 1–15, 1886–1900, published separately.

**Survey.** 1897–date. v. 1–date, O. N. Y. 1897–date. Survey Associates, Inc. \$2

Weekly. Titles of the earlier volumes: for v. 1–14, Dec. 1897–Sept. 1905, *Charities*; for v. 15–21, Oct. 1905–Mar. 1909, *Charities and the Commons*.

### Education

**Classical Journal.** Published by the Classical Association of the Middle West and South, with the cooperation of the Classical Association of New England, and devoted to the interests of classical teachers in schools and colleges, 1905–date. v. 1–date, O. Chic. 1905–date. Univ. of Chicago Press \$1.50

Monthly except July–September.

**Educational Review.** Monthly (except July and August), 1891–date. v. 1–date, O. N. Y. 1891–date. Educ. Review \$3

Index to v. 1–25, Jan. 1891–May 1903, published separately.

**Elementary School Teacher.** Edited by the faculty of education of the University of Chicago, with the cooperation of the faculty of the Francis W. Parker School, 1901–date. v. 1–date, O. Chic. 1901–date. Univ. of Chicago Press \$1.50

Monthly, except July–August.

**School Review.** A journal of secondary education, edited by the faculty of the school of education of the University of Chicago, 1893–date. v. 1–date, O. Chic. 1893–date. Univ. of Chicago Press \$1.50

Monthly, except July–August.

### Science

**Knowledge.** A monthly record of science. v. 1-date, illus. Q. Lond. 1882-date. Knowledge 15s

Incorporated with which are *Hardwicke's Science Gossip* and the *Illustrated Scientific News*.

**Nature.** A weekly illustrated journal of science, 1869-date. v. 1-date, illus. Q. Lond. 1870-date. Macmillan: United Kingdom £1 8s, abroad £1 10s 6d

**Science.** 1883-date. v. 1-date: v. 1-9, O; v. 10-23, F; v. 24-date, Q. Lancaster, Pa. 1883-date. Science \$5

Weekly. A journal devoted to the advancement of science, publishing the official notices and proceedings of the American Association for the Advancement of Science.

### Engineering

**Engineering News.** 1874-date. v. 1-date, illus. F<sup>4</sup>. N. Y. 1874-date. Hill Pub. Co. \$5

Weekly. A journal of civil, mechanical, mining and electrical engineering.

**Engineering Record.** A weekly journal devoted to civil engineering and contracting, 1877-date. v. 1-date, illus. v. 1?-23, F; v. 24-date, F<sup>4</sup>. N. Y. 1877-date. McGraw \$3

Titles of the earlier numbers: for Dec. 1877-Nov. 1880, *Plumber and Sanitary Engineer*; for Dec. 1880-Oct. 1886, *Sanitary Engineer*; for Nov. 1886-Oct. 1, 1887, *Sanitary Engineer and Construction Record*; Oct. 8, 1887-Nov. 1889, *Engineering and Building Record and the Sanitary Engineer*.

### Fine arts

**International Studio.** An illustrated magazine of fine and applied art. v. 1-date, Q. N. Y. 1897-date. Lane \$5

Monthly.

### History

**American Historical Review.** Oct. 1895-date. v. 1-date, Q. N. Y. 1896-date. Macmillan \$4

Quarterly. General index to v. 1-10, 1895-1905, published separately.

**English Historical Review.** 1886-date. v. 1-date: v. 1-2, O; v. 3-date, Q. Lond. 1886-date. Longmans 22s

Quarterly. Index to v. 1-20, 1886-1905, published separately, 3s 6d net.



## 020 SEMINAR

## ARRANGEMENT OF NOTES AND SAMPLES

This is not a classification but simply supplementary notes to the *Decimal Classification* to aid in placing specific kinds of material usually found in the *Notes and Samples* collections.

The card index to minor collections (that is, blanks and forms, clippings, leaflets etc.) which follows the special catalog of bibliography and library economy in room 314 may be used as a guide if closer classification of notes and samples is desired.

- 010 Bibliographical societies. Pure bibliography. Bibliographical handbooks
- 012 Bibliographies of individuals (Arranged alphabetically)
- 015 Publishers' Weekly and other bibliographical periodicals.  
Special numbers or complete file. Special numbers may be put in the appropriate 016 section, for example, *Educational number* in 016.37
- National bibliography notes and outlines
- Samples of trade bibliographies
- 016 Subject bibliography notes. Problems may be included or kept in P file
- Directions for original bibliography
- A. L. A. Catalog. A. L. A. Booklist
- Subject bibliographies arranged in class order. Every student should specialize here. Put here also the index to the bibliographies in the collection
- 017 Finding lists. May be included in 016 if so desired
- 020 Books and pamphlets on librarianship
- General treatises on library economy
- Library notes
- 020.5 Library Journal, Public Libraries and other library periodicals, for example, *New York Libraries*. See also 021.82
- 020.6 A. L. A. papers and proceedings, A. L. A. Bulletin
- Convention handbooks, etc.
- State Library Associations proceedings, programs etc.
- Local library clubs
- 020.7 Library school handbooks, reports etc.
- 020.85 Library furniture and equipment *or better* 029.2
- 021 etc. Scope and founding. Lectures on "Founding and government"

- 021.82 Commissions. Commission bulletins may go here or in 020.5
- 022 Library buildings. Lecture notes, pictures and plans arranged by locality or alphabetically
- 024 Rules for readers are generally better put in 025 or 025.6
- 025 Library administration — General works, outlines or syllabuses
- 025.1 Executive. Library blanks
- 025.2 Order and accession work, including auction work and blanks. Arrange here perhaps by libraries
- 025.3 Elementary cataloging. Advanced cataloging  
Cataloging rules. A. L. A., L. S., Cutter, L. A. U. K. etc.  
Reference books for catalogers  
List of subject headings  
Practice cataloging. Classed and dictionary, including notes
- 025.4 Elementary classification. Advanced classification  
Decimal classification and extensions  
Expansive classification, Edmands, Smith, Perkins, Belgian etc.  
Practice class slips and notes
- 025.5 Reference notes and problems  
Lists of reference books, Kroeger etc.
- 025.6 Loan department work, including model systems  
Library blanks. Arrange by forms, or by libraries
- 025.7 Binding and binding blanks
- 025.8 Shelf work notes, blanks etc.
- 027 History of libraries. Library reports, alphabetically  
U. S. Bureau of Education. Statistics  
New York State Education Department organization handbook
- 027.66 Work with children. (Descriptive *not* bibliographies)  
*See also* 028.5
- 028 Selection of books  
Books and reading — best books  
Book notes (librarians' and readers')
- 028.5 Reading for young, *not* work with children if distinction is made between this and 027.66 the better general number
- 029.2 Library furniture and equipment. Cleaning, fumigating etc. *See also* 020.85 and 022
- 097 Bookplates (If only a few, put in 025.2)

**020 SEMINAR**

FRANK K. WALTER

**LIBRARY AND THE COMMUNITY<sup>1</sup>**

This outline is necessarily general and suggestive. It must be modified to meet conditions in the individual communities selected for study. In all cases the library should be made the center of the study and relevance to the library situation be made the basis for inclusion and exclusion of data.

**Topography.** Hilly or level. Is growth in any direction restricted by natural features? Area of city limits. Is the population scattered or compact? Streets; condition and character of paving. Parks, amusement resorts. Other cities or towns in vicinity. Climate.

**Transportation and communication.** Steam, electric, hack, cab lines, viaducts, bridges. Telephone systems. Post office and sub-stations. Express companies, interstate and local. Truckmen and parcel deliveries.

**Population.** Number at last census. Percentages of increase. American or foreign. Nationalities represented. Are the different nationalities segregated or diffused among each other? Do the people usually rent or own their homes? Are dwellings usually modern and sanitary, houses, flats, or large tenements? Savings bank deposits per capita. Is the population shifting or stable? Are social lines or localities sharply defined?

**Industries.** Number, kind, size. Are they local or national in scope? Do they require skilled labor? Are the factories modern in construction? Do they have welfare institutions? Are the shops union or open? Are there manufacturers associations, a chamber of commerce, commercial exchange and the like? Are children or women largely employed? Have disputes between labor and capital been frequent?

**Financial.** Number and character of banks (national, state, savings, trust companies). Local building and loan associations. Amount of deposits. Wealth per capita. Rate and distribution of taxation (local and state). Maximum and minimum tax rates provided by state law or local ordinances. Statute limits of indebtedness. Size and apportionment of city budget. Are increases of taxation easily secured?

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<sup>1</sup> A study of some definite locality from the standpoint of the library will be accepted as an alternative for an original bibliography required in the senior year.



**Political conditions.** Is the city "close," or safe for either party? Is there a local "machine"? Character of the political leaders and city officials. Minor political parties. Does politics affect the schools or other institutions for public welfare or the library? Do the city departments use the library? Is there a nonpartisan citizens union or similar organization? To what extent does the city have "home rule"? How are the public service corporations controlled (gas, water, trolley lines, electric lights, etc.)? If the city has commission government how are the various city activities apportioned to the different commissioners?

**Social institutions.**

1 Public health. Hospitals. Water supply. Board of health. Sewage and ash disposal. Quarantine regulations.

2 Schools. Public, parochial, private, colleges, special and technical schools. Amount appropriated for school purposes. Are "classroom" or school libraries provided by the board of education? What is their character?

3 Churches. Denominations represented. Number and influence of each. Is there strong sectarian feeling? Interdenominational activities. Religious societies (Y. M. C. A., Y. W. C. A., Holy Name, Y. P. S. C. E., Sodalities.)

4 Clubs and societies (social, educational etc.) Number, size and purpose.

5 Bookstores and news stands. Number. Character of publications handled.

6 Theaters, amusement resorts, moving picture shows, athletic clubs, pool rooms.

7 Charitable and penal institutions. Juvenile courts.

8 Newspapers and other periodicals: number, language, frequency of issue, political or social affiliations.

9 Saloons: number, location. Restrictive liquor laws. What is their relation to loafing in the library?

**Library.** Free or subscription. Supported by private sources or public tax. Amount of library income from all sources. Library budget. Is the appropriation apportioned by the trustees or by the city officers? Who audits the library's accounts? Required or permissive maximum and minimum for library tax.

**Trustees.** Number and method of appointment. Are they representative citizens? Term of office.

**Staff.** Number; method of appointment; educational or professional requirements; organization; salaries, hours, vacations. Social activities within the staff.

*Buildings.* Location, source (public appropriation or private donation). Size and plan. Adaptability to community and special work. Special features and departments.

Number, size, location, and special features of branches. In separate buildings or in rented or donated quarters?

*Books.* Number and character of volumes in main library and branches. Number of borrowers or users (percentage of population reached by the library). Circulation: size and character. Special collections, foreign books, traveling libraries.

*Library cooperation.* How does the library cooperate with (a) neighboring libraries, (b) social institutions of the city: schools, clubs, churches, fire stations, etc.

Lines of extension work: traveling libraries, pictures, lectures, clubs etc.

Is any attempt made to serve near-by rural communities? What further lines of extension or cooperation seem possible or advisable?

#### **General sources of information**

- 1 Reports of city and state departments
- 2 State laws and local ordinances
- 3 Reports of city, state or United States census
- 4 Reports and publications of local board of trade, manufacturers associations, etc.
- 5 Reports of local clubs and associations, church yearbooks, hospitals, charitable institutions, etc.
- 6 Reports of city schools
- 7 Local newspapers, trade journals, etc.
- 8 Library reports and items in library periodicals
- 9 Special "surveys" or reports on the community



**025.8 SHELF WORK**

JENNIE D. FELLOWS

**SHEFLISTING****General directions**

Directions common to both card and sheet shelflists are as follows:

1 **Items included.** The items included generally consist of call number, author's name, title (with such additional information as is necessary to distinguish editions), accession number, and volume and copy numbers. Do not use ... to indicate omissions and use [ ] for matter supplied only in *title*.

2 **Samples.** Examples of shelflisting on both 25 x 20 cm and 10 x 25 cm sheets are given in *Library School Rules* (5th ed.) after page 61; examples of shelflisting on 10 x 25 cm sheets and on cards are given in *Simplified Library School Rules*, page 66-67, but in case of variations from the following directions, observe the latter.

3 **Call number.** Make all characters very clear, printing all letters except lower case k, l and q, which should be *written* to distinguish from capital K and figures 1 and 9, with which the hand-printed characters are liable to be confused.

4 **Title.** Give short but clear and comprehensive title, corresponding to the form on the title page and beginning with the *first words* of the title proper.

For convenience in taking inventory the cover or binder's title is sometimes preferred, but this is liable to change in rebinding and for the several uses of the shelflist the entry corresponding to the catalog cards is on the whole more satisfactory.

**Card shelflist**

The forms recommended for the card shelflist are fuller than those suggested later for the sheet shelflist but in most cases may be abbreviated to correspond to the latter if economy of time requires.

1 **Number of entries.** Enter only one work on a card, regarding different editions as different works.

2 **Call number.** Give both class and book number close to left edge of card, class number on top line, book number on second line. If a change of size necessitates a change in call number, give the changed form under the original form, leaving one blank line. If the size mark is incorporated in the book number, only the new book number need be given; if in the class number, the entire call number must be given. Add below the changed number the number

of the volume with which the change occurs. Give the changed number, whether book number alone or entire call number (according to the position of the size mark), *in red*, in the list of volumes, above the volume with which the change occurs; for example:

Reduced from 7.5 x 12.5 cm.

913.38	Journal of Hellenic studies 1880-					
J86						
	8435	v. I	1880	8443	v. II	1890
qJ86	6	2		4	12	
v. 9-	7	3		5	13	'92-93
	8	4		6	14	1894
	9	5	1884	7	15	
				8	16	1896
				9	17	
	8440	8	1887	50	18	
	1	qJ86	9	1	19	1899
	2	10	1889			



**3 Author's name.** Give on top line, outer indentation, secondary fulness.

**4 Title.** Follow cataloging rules for position and indentation, including rules for anonymous books and periodicals. After the title, give for the classics and for other works when the fact is important the *surname* of the editor or translator, separating this from the title proper by a space instead of by a mark of punctuation, except that when the editor's or translator's name comes at the beginning of a line a comma should be used after the previous phrase, for the sake of clearness. Give in ( ) the series note in short form, but omit series number. If the library has more than one edition of a book, the distinguishing feature should be given, for example, the imprint date or place of publication, unless the editions are already distinguished by variation in title, by editor, translator etc. or by series note. Since *imprint dates* etc. are used only to *distinguish* editions, they should be placed at the end of the items noted above even though, contrary to cataloging rules, they are thus placed after a series note.

**5 Accession, volume and copy numbers.** Omitting one line

after the title and accompanying items, write in columns, beginning between the vertical lines, the accession numbers, followed by the corresponding volume and copy numbers, as

421	v.1	cop.1
611	"	" 2
443	v.2	cop.1
776	"	" 2

When accession numbers are not consecutive, a line must be given to each. When they are consecutive and volume numbers are also consecutive they may be given as a group; for example, 3422-5 4v., or 745-7 3 cop., but when changes must be made in a record, as when a volume or copy is lost, it is more convenient to have them on *separate* lines. In the case of a long set with consecutive accession numbers these may be given in groups of, for example, five or ten volumes each; for works of reference, as cyclopedias, where the danger of loss is minimized, this may sometimes be found desirable, but for class work each accession number is to be given separately.

Leave space for missing volumes.

When accession numbers are short or when only volume numbers or copy numbers are to be added, two columns of accession numbers may be given on a card.

If a library expects to add copies to a work in more than one volume, space may be left after the entries for each volume or if a large but indefinite number of copies will probably be added a card may be used for each volume, but these possibilities need not be considered for class work.

**6 Special classes.** In individual biography, individual bibliography, and family genealogies, the shelf record as described above will best be dropped one line and the name of the biographee, bibliographe or family written on the top line, inner indention. For the subjects of biography and bibliography, use secondary fullness, *without subheads*. For genealogy, use for example, the form, Grant family, or for the particular branch of a family, if the distinction is made in cataloging, Grant, T. F., family. In class work this distinction is to be made.

The subject heading in these classes in the shelflist may be written in either black or red, but one or the other should be used consistently. It is very doubtful whether the color distinction between author and subject headings is of sufficient value on the shelflist to justify the extra expenditure of time.

7 **Continuations.** *a Title.* For periodicals give title on top line, inner indention, with the date of beginning of the periodical, followed by a dash, *if the library has the first numbers*; otherwise omit date.

*b Volumes.* Give a line to each accession number, arranging in order of volume numbers, and leaving space for missing volumes. If more than enough volumes to fill a card are missing at the beginning of a set, do not leave space for these but, considering the card in hand as a second or third card, consider where the first volume now in the library would come if the set were complete and write the volume number on that line. When the first volumes of the set come in, write another card and insert before the original card.

*c Indexes.* If consolidated indexes covering several volumes are published separately they should (unless numbered in consecutively with the rest of the set) be given on a separate card, numbered as zero volumes and inserted before the cards for the regular volumes. Inclusive numbers of volumes covered (or inclusive dates) should, on typewritten cards, be given in curves after the volume number for the index, as v. <sup>o</sup>1 (v. 1-20). On manuscript cards this fact is best given without the curves, above the volume number for the index.

*d Dates covered.* It is very convenient to have the periods covered by volumes given at short intervals when the set is continuous, and always at the top of a column or after a gap of any considerable extent. On typewritten cards the date is best given after the volume number, as 4787 v. 44 N98-Ap99. On manuscript cards the dates are to be given above the volume number. For continuations issued irregularly or at long intervals, it is better to give the dates with each volume.

*e Consecutive numbers.* When consecutive volumes of a continuation have consecutive accession numbers, the first of these accession numbers should be given in full and for the remaining numbers only the last figure need be given unless tens or hundreds etc. change, when as much of the number must be written as is changed; also at the head of every column the accession number should be written in full.

These shortened accession numbers should be used *only* in shelflisting *continuations*.

*f Unbound volumes.* Current unbound numbers are not *generally* recorded on the shelflist but unbound volumes occurring in the

midst of bound volumes should be noted in their regular place in pencil. In the accession number column a note should be made of their condition, as "unb. & incomplete," or exact numbers may be mentioned after the volume number and only the statement "unb." made in the accession number column. If several consecutive volumes are unbound they may, if preferred, be entered as a group instead of on separate lines but sufficient space should be left to allow for separate lines after binding.

*g Volume numbers.* Generally on a shelflist, "v." should be given with each volume number or group of numbers but with *continuations* it may be omitted *except* for the first volume entered in a column. When no volume number is given, use in its place the year covered, for example, 6724 1898.

*h New series.* When a new series is introduced, note this point in connection with the continuous voluming, for example, on typewritten cards 1223 v.15 (ser.2 v.1); on manuscript cards omit the curves and write the new series and volume over the old volume number.

*i Extension cards.* On second and third cards etc. repeat the call number and title (without the date) omitting on each card one line before the record of volumes, allowing extra space for missing volumes.

*j Transactions, reports etc.* For continuations other than periodicals, as society transactions, department reports etc., use similar treatment except for the addition of the author heading.

**8 Supplements.** Supplements are to be treated as additional volumes, but the exact state of the case is to be shown on the shelflist, on typewritten cards "sup." being added in curves after the supplied volume number, as 2434 v. 2 (sup.). On manuscript cards it is to be added without curves above the volume number. If the supplement covers a certain period or has a title date, the inclusive dates or title date should be given after "sup." On typewritten cards this detail should be given outside the curves, and the first of inclusive dates written in full, only the last two figures of the second date being given unless the century changes. On manuscript cards use only the last two figures of either date, prefixing to the first the apostrophe.

An alternative method, simpler in treatment but resulting in a longer volume number, is the substitution of the title date or the inclusive dates for the supplied volume number and explanatory "sup.," as 2434 1891-95.



9 **Special location.** If a book is taken from its regular location for the reference or other special collection, write or stamp the designation of this collection at the upper right corner of the call number.

10 **Changed numbers.** If any part of the call number is changed, draw a red line through the old number, insert the new number in black and either change the position of the card, or, better, having altered the old card write a new card with the new number, to be filed in its regular place, and keep the old card for reference filed by its original number, either in the shelflist or in a separate file.

### Sheet shelflist

For points not specifically covered by the following rules, shelflist according to the directions given for cards.

1 **Contents of sheet.** In a shelflist on 10 x 25 cm sheets (which allow for 10 entries on a page) not more than one subject should be given on a sheet; in large classes, as in fiction and individual biography, only one letter; and in exceptional cases, only one author (as in the case of a writer to whose works the library is likely to make many additions) or only one personal subject (as in biography, for a person about whom the library is likely to have many books). For continuations a separate sheet is often used for an individual work.

2 **Date.** The date when the sheet is begun is sometimes useful and for the class work is to be written on the double ruling over the author column of the recto.

3 **Class number.** Give the class number in large, distinct figures after the word "Class" on *both* sides of the sheet.

4 **Book number.** Give the book number in large, distinct figures in its own column, placing the capital letter of the book number under the letter "B" of the printed column heading.

5 **Accession number.** Write accession numbers in their own column, units under units, tens under tens, etc. Plan the accession numbers so that a six-figure number will stand out distinctly near the left edge of the column. In class work, give a separate line to each accession number, although in exceptional cases the group arrangement may be desirable when *both* accession and volume numbers are consecutive, as suggested under Card shelflist, section 5.

6 **Volumes.** If consecutive accession numbers are given as a group for an *entire* set, write the total number of volumes (with-

out "v.") in the volume column; if they are given as a group for a *part* of a set, give in the volume column the inclusive volumes (preceded by "v.") for example, v. 1-3; when a *single volume of a set* is given write its number preceded by "v.," for example, v. 1. For a complete work in two volumes bound as one, write 2 in 1, but for part of a set similarly bound write v. 1-2, the single accession number showing that they are bound together. Use also, for volumes bound in more than one part, such forms as v. 3<sup>1</sup>, v. 3<sup>2</sup>.

When a set requires more than two groups of numbers, the first group may be given in the accession and volume columns, opposite the author entry, and the remaining groups may be arranged on the following lines in four columns across the page. (See sample sheets bulletined.) If the library set is incomplete, space may be allowed for the missing volumes, or in the case of a long set in process of publication, the entry may, if it seems best, be made on a separate sheet.

This arrangement of the volume column after the accession number column corresponds to the printed sheets kept in stock, but a more convenient arrangement can be obtained by having the sheets printed to order and the volume column placed between book number and accession number.

**7 Copies.** Different copies are treated like different volumes except that, to distinguish them from volumes, they must always be designated, for example, 3 cop. meaning 3 copies; or cop. 3, meaning the 3d copy. If both volumes and copies are to be designated, the designation for the copies is written above that for volumes.

**8 Author.** Write author's name in author column, generally in secondary fulness, but if the name is so long that this will necessitate running into the title column, forenames and the maiden names of married women may be represented by initials only, except when a fuller form is needed to distinguish writers with the same initials. For the *second* of two joint authors, forenames may be omitted; for more than two joint authors, give the name of the first only, "& others." Titles may generally be omitted but "Mrs" must be retained when the author is entered under her husband's forenames instead of her own. For noblemen cataloged under title, the title should be given in full as the means of identification but the personal names may be omitted altogether, for example, Argyll, 1st duke of. In classes where the book number is assigned from the subject, the author's forenames might generally be omitted unless the shelflist was used as a basis for printed lists, or unless sur-

names of author and subject were the same. The author's forenames might also be omitted when both the author and the special title shelflisted were sufficiently well known to insure identification. In cases of editor or compiler as author, the designation "ed." or "comp." need not be used.

**9 Title.** In the title column give the title of the book (including titles for anonymous books and periodicals). For fulness of information follow directions given for the card shelflist but use freely common and special library abbreviations.

**10 Special classes.** For individual biography and bibliography or family genealogy, the word "Biographee," "Bibliographee," or "Family" should be inserted as a heading at the beginning of the title column and the name of the subject written under it, using secondary fulness (or initials only for the forenames) for the individuals as subjects, and the name of the family without the word "family" for the genealogies. For such books the titles may be omitted unless distinctive.

**11 Separate sheets for continuations and individual authors and biographees.** *a Continuations.* In classes consisting almost entirely of periodicals or society transactions, for example, 505 or 506, assign a separate sheet to each work, but in classes where the continuations occur only incidentally, generally for current continuations enter the book number, author and title in their regular places, but in the accession number column write in *red* "See following sheets" and make the regular shelflist record on a separate sheet to be filed at the end of the series of entries from which the reference is made.

When volumes are added to a set very slowly, as in the case of an annual report bound only once in five or ten years, it is often preferable to allow a few lines on the general sheet unless the set already requires considerable space.

*b Individuals.* When a separate sheet is used for a single author or a single biographee, the treatment is similar to that for continuations, the Cutter number for the *person* (without considering any single book) being given in the book number column, with the name of the special author or personal subject in its regular place and the reference "See following sheets" in *red* in the accession number column.

On the separate sheet the personal name may be given in its regular author or subject place and ditto marks used to indicate

its repetition, or it may be made more conspicuous by writing it at the head of the sheet on the double ruling, at the beginning of the title column, in which case no further notice need be taken of it below, and no blank space need be left for it in the title column for biography.

*c Book numbers on verso.* When a sheet is assigned to a separate work the book number as well as the class number is given on the verso of the sheet, in its regular place; when a sheet is assigned to a separate letter or to an individual the initial letter or the Cutter number used for the individual should be given on the verso and filled out as a full book number when the entry is made on the first line of the verso. The number is convenient for reference in turning the leaves and is also a guard against entering on the verso of the wrong sheet.

*d Indexes.* If at the time of writing the sheet for a periodical, there are no separate index volumes, no space need be left. If any such volumes are published later they may be entered in the top margin of the sheet. If at the time of writing the sheet, separate index volumes have been published, the first column is assigned to these and the regular volumes begin on the *second* line in the author column. If separate indexes are very numerous, as with *Notes and queries*, more than one column may be devoted to them.

*e Arrangement in periodicals.* In arranging entries for periodicals the top line in the accession number column on the recto is used for the entry of the volume, but in the author and title columns the entries for individual volumes begin on the second line. In the title column two columns of accession numbers with corresponding volume numbers are given, beginning on the line below the title of the periodical. On the verso the top line is used throughout for the four columns of volume entries. Similar arrangement respectively for recto and verso would be used on additional sheets.

**12 Arrangement of entries.** *a Order of entries.* Sheets are arranged in order of class numbers, entries on a sheet in order of book numbers. If size marks are incorporated in the book number, the larger size precedes a book number otherwise the same, for example, fM14 before qM14 and finally M14.

On a separate sheet for a continuation the arrangement of the book numbers is chronologic. On a sheet shelflist it is, owing to the space between the lines, unnecessary to leave a blank line between different book numbers for the same work, resulting from a change of size.

*b Additional entries.* While it is impossible to foresee just where new entries will be needed, the rewriting of sheets may be greatly postponed by good judgment in distributing entries, as originally made, over one or both sides of a sheet or over several sheets. When a new book number is to be inserted where no room is left for the entry, *pencil* the book number in its place and make the full entry after the straight series of book numbers. If, for example, in the case of a small, slowly growing class, only one side of the sheet is planned for the straight series, enter on the verso the additions for which there is no room in their regular place. If it is planned to use more than one side of a sheet for the straight series, enter such additions on a new sheet. For the second series of entries write conspicuously in red above or below the words "Book no." the word "Mixed." Make the entries in this series as they come to hand, without attempt at alphabetic arrangement.

The penciling of the inserted book numbers in the regular series is an important point, as it makes it possible to see at once whether a book number has been assigned, without looking through the mixed series.

**13 Ditto marks.** For different volumes or copies of the same work, the book number, author and title are neither repeated nor represented by ditto marks, the space for these items in the case of the additional volumes or copies being left blank, or the author and title columns being used for the record of the additional volumes or copies.

For a different work or edition (indicated by a changed book number) ditto marks are used for the repetition of the name of the author, biographee, bibliographee, or family, or for the whole title but not for *part* of a title.

Ditto marks may also be used for the *same surname* for different authors, biographees, bibliographees or families.

**14 Changed numbers.** If the class number is changed after the book is shelflisted draw a red line through the entry and refer in red ink in the author column to the new class and book number, entering the book anew under its new class number. When the book number but not the class number is changed, if the new book number would stand on the same page with the old, cancel the old book number in red ink, write above it the new book number and track the entry into its regular place. If the old and new book numbers would not be on the same page, cancel the entry as

for a changed class number, referring in red in the author column to the new book number and making a fresh entry for the book.

When any part of a call number is changed, care must be taken to make the change wherever called for, that is, on book plate, catalog cards, accession book, etc.

**15 Rewriting.** When the penciled book numbers have become so numerous as to make the record confusing, the sheets should be rewritten, canceled entries being omitted and the entries in the mixed series inserted in their regular place, as indicated by the penciled book numbers. The date of beginning the old sheet should be followed by a short dash and the date of rewriting, and the sheet kept in a separate file by class number, for reference.



## 025.8 SHELF WORK

JENNIE D. FELLOWS

## READING LIST ON CARE OF PAMPHLETS

- 1876 **Cutter, C. A.** Preservation of pamphlets. L. J. Nov. 1876,  
1:51-54

For discussion of the paper, *see* pages 101-6.

- 1885 **Mann, B. P.** Care of pamphlets. L. J. Dec. 1885, 10:399-  
400

- 1886 **Homes, H. A.** Unbound volumes on library shelves. L. J.  
Aug.-Sept. 1886, 11:214-16

- 1887 **Swift, Lindsay.** Pamphlets and continuations of serials.  
L. J. Sept.-Oct. 1887, 12:350-54

- 1893 **Biscoe, W. S.** Pamphlets. L. J. July 1893, 18:236-38

Practically a condensation of the article printed in American Library Association, Papers prepared for its annual meeting, 1893 (also published under the title "Papers prepared for the World's library congress") pages 826-35.

For a discussion of the paper, *see* L. J. Sept. 1893, 18:C66-67.

- 1897 **Thwaites, R. G.** Gathering of local history materials by  
public libraries. L. J. Feb. 1897, 22:82

- 1899 **Foye, C. H.** Care of pamphlets. L. J. Jan. 1899, 24:13-14

- 1903 **White, W. F.** New Paltz system of treating pamphlets and  
art material. P. L. July 1903, 8:301-6

- 1906 **Merrill, W. S.** Taking care of pamphlets. P. L. Nov. 1906,  
11:502

- 1907 **Brown, Zaidee.** What to do with pamphlets. L. J. Aug.  
1907, 32:358-60

- 1909 **Cochrane, J. M.** Arranging pamphlets. P. L. July 1909,  
14:254-55

**American Library Association.** Papers and proceedings,  
1909, 31:400-8

**Tillinghast, W. H.** Treatment of pamphlets in Harvard College Library,  
p. 400-3

**Josephson, A. G. S.** Treatment of pamphlets in John Crerar Library,  
p. 403-4

**Hiss, S. K.** Treatment of ephemeral material in the public library, p. 404-8

**Spofford, A. R.** Book for all readers. 1909. p. 145-56,  
Pamphlet literature



- 1910 Drury, F. K. W. On protecting pamphlets. L. J. Mar.  
1910, 35:118-19  
Bowerman, G. F. Some notes on binding. L. J. June 1910,  
35:258-59  
Wilson, L. R. A satisfactory method of arranging pamphlets. P. L. July 1910, 15:278-79  
1912 Brigham, H. O. Indexing and care of pamphlets. L. J.  
Dec. 1912, 37:668-71

*Broadsides*

- 1901 Fletcher, W. Y. Collector of broadsides. Library, Jan.  
1901, 12 (ser. 2, v. 2) :12-19

**025.8 SHELF WORK**

JENNIE D. FELLOWS

**SUGGESTIONS FOR INVENTORY**

**1 Uses.** The inventory not only is of service in finding lost books and drawing attention to those missing, but brings to light errors in the shelflist and in the lettering of the books, misplaced books, books needing rebinding, overcrowded shelves, etc.

**2 Frequency.** The general practice among libraries is to take an inventory of shelflisted material at regular intervals. For statistics and comments, see *A. L. A. Papers and Proceedings for 1909*, pages 207-8.

**3 Two readers.** It is convenient, and almost necessary, to have two persons for inventory, one to read the shelflist and the other to see that the books on the shelves correspond. Both should be familiar with the classification, book numbers, and shelflist, and be quick to detect errors.

**4 Comparison of list with shelves.** Shelflist reader should read aloud class, book, volume and copy numbers. It is unnecessary to give class number except when it changes, but time should be allowed for the shelf reader to see that the class number is right.

**5 Books arranged by size.** Shelves for octavos, quartos, folios etc. should be read separately.

**6 Oversize books.** When reading the octavos, the shelflist reader should note the oversize books. This may be done by inserting slips where entries for oversize books occur or by making a rough list of the call numbers.

**7 Missing books.** Shelflist reader should make rough list of missing books, giving call numbers, with any other details needed for locating books charged out. It is well to head sheets with class numbers covered, date of inventory, and names of those taking the inventory.

With a card shelflist the record for oversize and missing books is sometimes made by tipping on end the cards for the corresponding entries, but cards thus tipped up are liable to be jostled back into place and the corresponding record lost.

**8 Periodicals.** In sets of periodicals, the shelf reader should read each volume on the shelves either by volume number or year, according to entry in shelflist, the shelflist reader noting any piece which is not on the shelves but is called for on the shelflist.

If, in the case of consecutive accession numbers, a group of

volumes is entered on one line, the volumes on the shelves should not only be read to insure consecutive order, but if there is any irregularity in numbering they should also be counted to see that the total number of pieces in the group corresponds to the total of the accession numbers (thus providing for one volume bound in two parts or two volumes bound in one).

Great care should be taken in comparing number of pieces and accession numbers; for example, inclusive numbers 411-46 call for 36 pieces not 35.

**9 Discrepancies.** Shelf reader should:

*a* Report any volume not on shelves so that shelflist reader may enter it on rough list of missing books as in 7.

*b* Be very careful to note all books not called for by the shelflist reader. As the eye is constantly looking for the number pronounced by the reader, an entirely different number is quite likely to escape notice.

*c* When using a shelflist on cards, remove at once from the shelves all books omitted by the shelflist reader, inserting note, etc. as in 9e.

*d* When using a shelflist on sheets, indicate books omitted by the shelflist reader by drawing them out conspicuously on the shelves. When the mixed alphabet, etc. for a special section or subdivision are finished, any volumes remaining drawn out indicate errors, books out of place, etc. Remove books and insert notes as in 9e before stopping work in that special section or subdivision.

*e* Make pencil note of any corrections needed on shelflist, books or dummies and take with the books or dummies to the proper person for prompt attention.

*f* Make notes on slips, in regard to repairs, labeling, lettering etc., to be attended to as time permits.

*g* Remember the importance of the accession number for the identification of volumes. This number will identify books when the call number fails or is missing entirely and when title tells no story of difference of edition.

**10 Comparison of missing list with other records.** *a* The rough list of missing books should be compared with all loan desk files, reserve shelves, return shelves, etc. and note made of books thus accounted for.

*b* In order to avoid a useless extended search, comparison should be made with previous inventory to check books missing for a considerable time.

c A comparison should also be made with shelves, for books returned since shelves were read.

**11 Revised missing list.** A final copy of missing list arranged in exact class order should be made on cards or sheets.

Give class, book, volume, copy and accession numbers, author, title and necessary notes, including the length of time the books have been missing if for more than one inventory, for example, Missing 29 Mr 06—

**12 Books found or replaced.** When a book is found or replaced, entry should be crossed off missing list and note made of where and when it was found, or date when it was replaced.

**13 Books permanently missing.** Cards should be removed from catalog for books which seem to be permanently missing, for example, for five years, and "Missing" and date added to entry in shelflist and accession book.

In this case a line should be drawn through entry in shelflist and missing list, or card removed.



## 025.8 BOOK NUMBERS

JEAN HAWKINS

## "CUTTER-SANBORN 3-FIGURE ALFABETIC-ORDER TABLES" CORRECTIONS AND ADDITIONS

## Corrections

Typographic errors to be corrected in Cutter-Sanborn table, 1895:

<i>Original form</i>		<i>Corrected form</i>
Bache	110	119
Bartl	280	289
Cnm	969	Cum
Famer, M.	234	Farmer, M.
Fere	382	Ferre
Desel	447	Descl
Hale	168	Haley
Hobr	724	Holbr
Hoy	867	Hox
Hoyt	868	Hoy
Hoyt, M.	869	Hoyt
Hox	871	Hoyt, M.
Naudal	133	Nadaul
Nawr	9	329
Nouz	815	Nonz
Nuce	964	963
Paacu	113	Pacan
Pemerton	395	Pemberton, H.
Tennev	415	Rennev
Rdo	547	Rido
Riiedes	549	Riedes
Rosemn	815	Rosenn
Taru	196	Tartu
Thompsoh, T.	477	Thompson, T.
Thorp, S.	522	Thorpe, S.
Rof	644	Tof
Townsend, M.	754	Townshend, M.
Taldr	148	Valdr
Vase	338	Vasse
Veco	413	Vecon
Wa :ren	293	Warren, S.
Watk	335	Watkins
Wessen	512	Wesen
Williamsom	731	Williamson
Wing	76	769
Wolt	867	Wols
Wols	868	Wolt
Yonge	59	Yonge, W.

### Additions

In view of the many headings which are likely to occur under the word "New" and under "United States," the following numbers are generally assigned in the New York State Library in place of those given in the Cutter-Sanborn table.

#### *Book numbers for "New"*

New	532	New York m	551
New B	533	New York n-p	552
New C	534	New York q-statd	553
New E	535	New York state a-k	554
New H	536	New York state l	555
New J	537	New York state m-z	556
New L	538	New York statf-z	557
New M	539	Newa	558
New O	541	Newb	559
New P	542	Newc	561
New S	543	Newe	562
New T	544	Newh	563
New York a-b	545	Newm	564
New York c-city	546	Newn	565
New York city	547	Newp	566
New York citz-f	548	News	567
New York g-l	549	Newt	568

#### *Book numbers for "U"*

11 U	31 Ullr	51 U. S. Congress Senate
12 Uc	32 Ulm	52 " Cons
13 Ud	33 Ulr	53 " D
14 Udi	34 Ulrici	54 " F
15 Ue	35 Uls	55 " G
16 Uej	36 Um	56 " I
17 Ues	37 Uml	57 " Internal
18 Uf	38 Un	58 " J
19 Ug	39 Und	59 " L
21 Uh	41 Underh	61 " M
22 Uhd	42 Underw	62 " N
23 Uhl	43 Ung	63 " O
24 Uhli	44 Uni	64 " P
25 Uhr	45 Unit	65 " Pl
26 Ui	46 U. S.	66 " S
27 Ul	47 U. S. Al	67 " T
28 Ule	48 " C	68 " W
29 Ull	49 " Congress	69 Univ.

71 Up	81 Ure	91 Usi
72 Upd	82 Uri	92 Usp
73 Uph	83 Url	93 Uss
74 Upj	84 Urq	94 Ust
75 Ups	85 Urs	95 Ut
76 Upt	86 Uru	96 Uti
77 Ur	87 Urw	97 Uv
78 Urbi	88 Us	98 Uz
79 Urc	89 Ush	99 Uzi

### BOOK NUMBERS FOR SPECIAL AUTHOR LIBRARY

For all authors having special numbers in the classification D-N are used, and O-Z as far as special schemes have been worked out, A-C being used only for authors for whom the library wishes to keep all its material together; for example, Shakspeare, Goethe, Dante.

- A Bibliography. Authorship controversies
- B Biography
- C Biographical collateral
- D Higher criticism
- E Minor criticism (textual)
- F Sources; allusions; learning
- G Miscellany; concordances; societies etc.
- H Quotations, tales and plays from, adaptations, condensations etc.
- I Complete works without notes
- J Complete works with notes
- K Complete works in translations
  - For living authors put works complete to date with the I, J and K.
- L Partial collections without notes
- M Partial collections with notes
- N Partial collections in translations
- O-Z Individual works

### Shakspeare scheme

A to N are assigned as above

<b>O Comedies</b>	P5 Merry Wives of Windsor
O1 All's Well that Ends Well	P7 Midsummer Night's Dream
O3 As You Like It	Q1 Much Ado about Nothing
O5 Comedy of Errors	Q3 Taming of the Shrew
O7 Love's Labor Lost	Q5 Tempest
P1 Measure for Measure	Q7 Twelfth Night
P3 Merchant of Venice	R1 Two Gentlemen of Verona



R3 Winter's Tale

**S Tragedies**

S1 Antony and Cleopatra

S3 Coriolanus

S5 Cymbeline

S7 Hamlet

T1 Julius Caesar

T3 King Lear

T5 Macbeth

T7 Othello

U1 Pericles

U3 Romeo and Juliet

U5 Timon of Athens

U7 Titus Andronicus

V1 Troilus and Cressida

**W Histories**

W1 Henry 4

W3 Henry 5

W5 Henry 6

W7 Henry 8

X1 King John

X3 Richard 2

X5 Richard 3

**Y1 Poems**

Y3 Venus and Adonis

Y5 Lucrece

Y7 Sonnets

**Z Spurious works**







**THE UNIVERSITY OF THE STATE OF NEW YORK**

**Regents of the University**

**With years when terms expire**

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1922	CHESTER S. LORD M.A. LL.D.	- - - - - New York
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1921	FRANCIS M. CARPENTER - - - - -	Mount Kisco
1923	ABRAM I. ELKUS LL.B. D.C.L.	- - - - - New York
1916	LUCIUS N. LITTAUER B.A.	- - - - - Gloversville
1924	ADELBERT MOOT - - - - -	Buffalo
1925	CHARLES B. ALEXANDER M.A. LL.B. LL.D. Lit.D.	Tuxedo
1919	JOHN MOORE - - - - -	Elmira
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*New York State Library  
Albany, October 30, 1913*

*Hon. Pliny T. Sexton  
Vice Chancellor of the University*

DEAR SIR:

I respectfully submit herewith and recommend for publication as Library School Bulletin 35, the accompanying manuscript entitled *27th Annual Report of the New York State Library School*, for the year ending September 30, 1913.

Very truly yours  
J. I. WYER, JR  
*Director*

THE UNIVERSITY OF THE  
STATE OF NEW YORK

*Approved for publication this 3d day of November 1913*

PLINY T. SEXTON  
*Vice Chancellor of the University*



# University of the State of New York Bulletin

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DECEMBER 1, 1913

## New York State Library

Library School 35

### 27TH ANNUAL REPORT OF THE NEW YORK STATE LIBRARY SCHOOL

FROM OCTOBER 1, 1912 TO SEPTEMBER 30, 1913

In respect to physical conditions, the past school year has been a marked contrast to its immediate predecessor. Housed in commodious, comfortable quarters with adequate supplies of all kinds necessary to carry on its work conveniently as well as efficiently, instead of hastily improvised rooms furnished with little but the barest essentials in the way either of furniture or books, the school has been able easily to meet all the increased demands made upon it. The enrolment for the past year was the largest in the history of the school, despite a rigid adherence to high standards in the admission of students and the requests for information regarding the school and its work increased so much that the edition of the *Circular of Information* was exhausted several months earlier than was anticipated.

The summer session, resumed after two years' interruption, once more gave an opportunity to be of direct service to the smaller libraries of the State. The position of the school in the educational work of the State has been recognized in several official actions during the year and the cordiality and interest with which its work is considered by other divisions of the University of the State of New York seem to be perceptibly growing. Opportunities for greater services to the State through the cooperation of the other divisions are increasing, particularly in the work of the Educational Extension and School Libraries Divisions.

More detailed comment on important features of the year's work follows.

#### FACULTY

James Ingersoll Wyer, Jr, M. L. S. (N. Y. S. L. S.) *Director*. Instructor in public documents, advanced reference work; lecturer on American libraries and library administration, 1906-



Frank Keller Walter M. A. (Haverford) M. L. S. (N. Y. S. L. S.)  
*Vice Director*. Instructor in elementary reference work, book-binding, printing, expansive classification, elementary bibliography, in charge of library seminar, 1908-

Florence Woodworth B. L. S. (N. Y. S. L. S.) *Director's assistant*.  
In charge of Library School collections and practice work, 1889-

Walter Stanley Biscoe M. A. (Amherst) Instructor in subject bibliography, advanced classification, history of books and foreign libraries, 1887-

Ada Alice Jones (Wellesley) *Secretary of the faculty*, 1891-

William Reed Eastman M. A. (Yale) M. L. S. (N. Y. S. L. S.)  
Instructor in library administration, library buildings, 1895-1912

Martha Thorne Wheeler, Graduate (N. Y. S. L. S.) Instructor in selection of books, indexing, 1895-1913

Edna M. Sanderson B. A. (Wellesley) B. L. S. (N. Y. S. L. S.)  
*Registrar*, 1905-

Katharine Dame B. A. (Boston Univ.) Graduate of Pratt Institute Library School, Instructor in advanced cataloging, 1910-

Jean Hawkins B. M. (Smith) B. L. S. (N. Y. S. L. S.) Instructor in classification, subject headings, 1910-

Jennie Dorcas Fellows, Graduate (N. Y. S. L. S.) Instructor in cataloging, accession and shelf work, 1911-

Two important changes in the faculty occurred during the year. Mr William R. Eastman retired from the service of the State Library and the Library School after more than 20 years of faithful and successful service. His work as instructor in Library buildings combined with his long and varied experience in criticising library buildings and plans throughout the State have won him a national reputation as an authority on the subject. Arrangements have been made by which Mr Eastman will give his elementary course in Library buildings during the coming year as a visiting lecturer.

Miss Martha Thorne Wheeler, whose experience as an instructor in the school was coextensive with that of Mr Eastman and whose service to the State Library was of even longer duration, was obliged during the year, on account of ill health, to resign her place in the faculty and on the library staff. Miss Wheeler was eminently successful in teaching two very difficult subjects—Indexing and Selection of books—and her unflagging enthusiasm in her work and her unsparing toil in perfecting its detail led her to greater self-sacrifice of energy and effort than would have been possible to one not so unselfishly devoted to her task.

The loss to the school from these resignations is heavy. It is its good fortune that other competent help is at hand. Miss Mary E. Eastwood ('03), for a number of years Miss Wheeler's assistant in the book selection section of the State Library, and who was in general charge of the course during part of the past year, will again be in charge. She will be assisted by Mr Charles F. Porter ('08) who, since 1908, has been to a considerable extent engaged in selecting books for the traveling libraries sent out by the Educational Extension Division. Miss Mary Ellis ('92), indexer for the University of the State of New York, conducted the course in Indexing during Miss Wheeler's illness and will again assume charge of it. Mr William R. Watson ('95), Chief of the Educational Extension Division and Assistant Director of the State Library, will give the lectures on Library administration formerly given by Mr Eastman.

Miss Clara W. Hunt ('98), superintendent of children's work in the Brooklyn Public Library, was for the second time in general charge of the course in Library work with children, and Miss Elizabeth M. Smith ('08), head of the order section of the State Library, conducted the course in Order work.

The new course in Law and Legislative reference work was conducted by Mr Frederick D. Colson, law librarian, and Mr Clarence B. Lester, legislative reference librarian, while the course in Loan work was again given by Mr Carl P. P. Vitz ('08), second vice librarian of the Cleveland Public Library.

#### LECTURERS

Forty persons, other than the regular faculty members, gave 139 lectures before the school. These include several of the shorter regular courses, supplementary lectures in regular courses, and lectures of a miscellaneous character on subjects of importance not treated in the regular courses.

The list of lecturers, with their subjects, follows:

- <sup>b</sup> Abrams, Alfred W. *Chief, Visual Instruction Division, University of the State of New York*: Visual instruction.
- Anderson, Edwin H. *Director, New York Public Library*: Administration of a large library with special emphasis on the human side; New York public library system.
- Askew, Sarah B. *Assistant librarian and organizer, New Jersey State Library*: Point of contact; Work of a library organizer.
- <sup>b</sup> Bailey, Arthur L. *Librarian, Wilmington (Del.) Institute Free Library*: Bookbinding for popular circulating books.

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<sup>b</sup> To both summer and regular schools.

- Betteridge, Grace L. *Head of traveling libraries and study clubs section, Educational Extension Division, University of the State of New York*: New York State traveling libraries and study clubs (2)<sup>b</sup>, Study club programs (2).
- Brett, William H. *Librarian, Cleveland Public Library*: The Cleveland branch libraries.
- Chamberlain, Mary C. *Librarian for the blind, New York State Library*: Work for the blind.
- Champlin, George G. *Sublibrarian (reference), New York State Library*: Patents.
- Colson, Frederick D. *Law librarian, New York State Library*: Arrangement and use of law libraries; Law books for a popular library; Law library work (5).
- Crissey, Jane H. *Assistant, Troy (N. Y.) Public Library*: Book mending and repairing (2), (1).<sup>a</sup>
- Davis, Mary L. *Librarian, Troy (N. Y.) Public Library*: Library administration, supplies (2).
- Eastwood, Mary E. *Head, Book selection and annotation section, New York State Library*: Selection of books (22), (7).<sup>a</sup>
- Ellis, Mary. *Indexer, University of the State of New York*: Indexing (7).
- Farnum, Royal B. *Specialist in drawing, University of the State of New York*: Artistic bulletin work.
- Hall, Mary E. *Librarian, Girls High School, Brooklyn (N. Y.)*: High school libraries (2).
- Harron, Mrs Julia S. *Editor of publications, Cleveland Public Library*: Selection of books (8).
- <sup>b</sup> Hunt, Clara W. *Superintendent, Children's department, Brooklyn Public Library*: Boys and girls and the public library; Personal relations of the staff with the children; Planning and furnishing the children's room; Story-telling as a public library method; Picture books for children.
- Iles, George. Appraisal of literature.
- Legler, Henry E. *Librarian, Chicago Public Library*: Administration of the Chicago Public Library (2).
- Lester, Clarence B. *Assistant legislative reference librarian, Wisconsin Library Commission*: Legislative reference work (5).
- Mendenhall, Ida M. Normal school libraries (2).
- Nelson, Peter. *Assistant archivist, New York State Library*: New York State Library manuscripts; Care of manuscripts.

<sup>a</sup> To summer school only.

<sup>b</sup> To both summer and regular schools.

- <sup>a</sup> Peters, Mary G. *Librarian, Bayonne (N. J.) Free Public Library*: A library in an industrial town.
- Porter, Charles F. *Assistant, Traveling libraries and study clubs section, Educational Extension Division, University of the State of New York*: Selection of books (4).
- Rathbone, Josephine A. *Vice director, Pratt Institute School of Library Science*: The selection of fiction.
- Root, Azariah S. *Librarian, Oberlin College*: Oberlin College Library; Administration of European libraries.
- Salmon, Lucy M. *Professor of history, Vassar College*: The college library from the faculty point of view; Selection of historical works.
- <sup>b</sup> Scott, Mrs Edna Lyman. *Lecturer and story-teller*: Story interests of the child at different ages; Hero stories and epic tales; Books to cultivate the imagination, poetry, fairy tales, myths; Stories for children under ten, Bible stories, humorous stories.
- Smith, Bessie Sargeant. *Supervisor of smaller branches, Cleveland Public Library*: The administration of branch libraries.
- Smith, Elizabeth M. *Head of order section, New York State Library*: Order work (7); Book buying.<sup>a</sup>
- Stevens, Edward F. *Librarian, Pratt Institute Free Library*: Technological books for the public library.
- Tyler, Alice S. *Secretary, Iowa Library Commission*: Commission work (2).
- <sup>b</sup> Underhill, Ethel P. *Children's librarian, Worcester Free Public Library*: Boys' stories; Girls' stories; Information books for children (2).
- Utley, George B. *Secretary, American Library Association*: Purposes and achievements of the American Library Association.
- Vitz, Carl P. P. *Second vice librarian, Cleveland Public Library*: Loan work (8).
- Vrooman, Mrs I. H. *Local history and genealogy* (3).
- <sup>a</sup> Watson, William R. *Chief, Educational Extension Division, University of the State of New York*: Work of the New York State Educational Extension Division.
- Webster, Caroline. *Library organizer, Educational Extension Division, University of the State of New York*: Organization of small libraries; Making the library count in the community;<sup>a</sup> Local history for the small library.<sup>a</sup>
- Welles, Jessie. *Superintendent of circulation, Carnegie Library, Pittsburgh*: Loan department of a large library (4).

<sup>a</sup> To summer school only.

<sup>b</sup> To both summer and regular schools.

Williams, Sherman. *Chief, School Libraries Division, University of the State of New York: Library work with schools; School libraries.*<sup>a</sup>

### ATTENDANCE

Fifty-one students were enrolled during the year: 19 seniors and 32 juniors including 2 special students. Twenty-three of these were residents of New York State, the others coming from 16 other states, the District of Columbia, Denmark and Norway. All sections of the country were represented, 25 of the students coming from the Middle Atlantic States, 12 from the Central States, 6 from New England, 3 from the Pacific slope, 1 from states south of the Ohio, and 4 from foreign countries.

The bachelors' degrees were from 36 different colleges and universities. The wide range is shown by the fact that while 7 were Vassar graduates, the next highest number from any one college was 3 (from Mount Holyoke), while only 5 others (Brown, Colgate, Elmira, Smith, and Wesleyan) sent as many as 2 each.

One of the students held the degree Ph.D., 5 the degree M.A. or M.S., while 7 others had done more or less graduate work. Twenty-eight — more than one-half of the total number — had held paid library positions before coming to the school, 6 held summer positions in libraries between the two years of their course, and 6 others gained experience as members of the staff of the New York State Library while completing their senior work. Four had attended summer library schools. Three were admitted to advanced standing — one on the basis of a year's work in the University of Illinois Library School and the other two on account of a considerable amount of successful library experience.

Four of the students listed below who were also members of the State Library staff were able, on account of their staff work, to take only a part of the work of their respective years. Only those who took two or more of the regular courses are listed. Two special students, both with the equivalent of a college education but without the degree, were admitted for the purpose of training for definite positions to which they were already appointed. Two members of the senior class left before the end of the school year — one to take a library position, the other for personal business reasons.

To supplement the Register of the New York State Library School (Albany 1912), the library positions held by the students up to the end of the present school session as well as their educa-

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<sup>a</sup> To summer school only.

tional equipment are given in the following list. Positions held between July 1st and September 30th are listed on pages 23-25.

### Seniors. Class of 1913

- Benedict, Georgia. Saratoga Springs, N. Y. B.A. Wells College, 1899; Ph.D. Cornell University, 1903; assistant, New York State Library, September 1911-date.
- Bliss, Leslie Edgar. Newport, N. Y. B.A. Colgate University, 1911; temporary assistant, Newark (N. J.) Free Public Library, July-September 1912.
- Clement, Edith M. Albany, N. Y. B.A. Cornell University, 1910; assistant, traveling libraries and study clubs section, Educational Extension Division, University of the State of New York, February 1913-date.
- Conant, Genevieve. Albany, N. Y. B.A. Vassar College, 1907; Chautauqua Summer Library School, 1911; assistant, New York State Library, October 1912-July 1913.
- Daniells, William Nathaniel. Toledo, O. B.A. University of Wisconsin, 1909; assistant, Buffalo (N. Y.) Public Library, July-September 1912.
- Davis, Mary Herbert. New London, Conn. B.A. Mount Holyoke College, 1907; New York State Library School, 1907-08; librarian, West End Library, Chester, Pa., 1909-12.
- Dice, Justus Howard. Pittsburgh, Pa. B.A. University of Pittsburgh, 1911; assistant, Carnegie Library, Pittsburgh, 1907-08; temporary cataloger and classifier, Pittsburgh Testing Laboratory, July 1912.
- Graves, Charles Edward. Albany, N. Y. B.A. Wesleyan University, 1908; University of Paris, 1908-09 (5 mos.); assistant, Forbes Library, Northampton, Mass., September 1911.
- Graves, Eva Wing. Albany, N. Y. B.A. Smith College, 1908.
- Grout, Edith N. East Arlington, Vt. B.A. Middlebury College, 1910; assistant, Middleburg College Library, September 1908-June 1910.
- Keator, Alfred Decker. Accord, N. Y. B.A. Amherst College, 1910; assistant, Amherst College Library, September 1906-June 1910; assistant, Newark (N. J.) Free Public Library, July-September 1911; librarian, Williamsburgh branch, Brooklyn Public Library, March 1912-March 1913.
- Lewis, Willard Potter. Albany, N. Y. B.A. Wesleyan University, 1911; M.A. 1912; student assistant, Wesleyan University Library, Middletown, Conn., June 1909-11; assistant, Princeton University Library, July 1911; temporary assistant, Springfield (Mass.) City Library Association, July-September 1912; assistant, New York State Library, October 1912-August 1913.
- McCombs, Charles Flowers. Columbus, O. B.A. Ohio State University, 1909, graduate student, 1909-10; University of Michigan, summer course in library methods, 1909; Johns Hopkins University, graduate student, 1911-12; student assistant, Ohio State University Library, November 1905-June 1909, regular assistant, July 1909-July 1910; assistant in reading room, Library of Congress, August 1910-September 1912.
- Parsons, Mary Prescott. Albany, N. Y. B.A. Smith College, 1908; student assistant, Smith College Library, April-June 1908; librarian, Mount Hermon (Mass.) School Library, September 1909-August 1911; assistant, Bay

- City (Mich.) Public Library, summer, 1911, 1912; assistant, New York State Library, October 1912-date.
- Sackett, Josephine Thomson. Providence, R. I. B.A. Brown University, 1911; University of Illinois Library School, 1911-12; student assistant, Brown University Library, 1905-11.
- Sanborn, Henry Nichols. Albany, N. Y. Harvard College, 1897-99, graduate student, 1906-07; B.A. Dartmouth College, 1902; M.A. Yale University, 1903; assistant Dartmouth College Library, June-September 1911; librarian, University Club, Chicago, Ill. December 1912-date.
- Vashinder, Lida C. Lestershire, N. Y. B.A. Elmira College, 1901; apprentice assistant, Binghamton (N. Y.) Public Library, March-May 1909; cataloger, Waterloo (N. Y.) Public Library, July 1910; assistant, New York State Library, February 1912-date.
- Walkley, Raymond Lowrey. Albany, N. Y. B.A. Yale University, 1909, M.A. 1910; assistant, Yale University Library, July-September 1911; temporary assistant, Newark (N. J.) Free Public Library, July-September 1912.
- Wheeler, Harold Leslie. Bridgewater, Mass. B.A. Brown University, 1910; evening custodian, special libraries department, Providence Public Library, September 1906-June 1910; assistant in reading room, Library of Congress, October 1910-September 1912.

#### Juniors. Class of 1914

- Adkins, Venice Amanda. Ticonderoga, N. Y. B.A. Vassar College, 1911.
- Barber, Clara Velma. Washington, D. C. B.A. George Washington University, 1906; University of Wisconsin, summer session, 1908; librarian, Lancaster (Wis.) High School Library, 1908-09; assistant, Library of Congress, 1910-12.
- Bowles, Verne. Albany, N. Y. B.A. Washington University, 1910; assistant, St Louis Public Library, 1909-12.
- Burnham, Adele. Ann Arbor, Mich. B.A. University of Michigan, 1911; desk assistant, University of Michigan Library, 1910-12.
- Burwell, Ethel Irene. Bristol, Conn. B.A. Vassar College, 1899; Columbia University, summer session, library economy, 1911; librarian, Normal Training School Library, Cleveland, O. 1908-11.
- Christiansen, Bolette Laura. Kongsvinger, Norway. B.A. Vestheim School, Christiania, 1909.
- Clark, Mabel. Salem, O. B.A. Vassar College, 1911.
- Cobb, Mary Elizabeth. Albany, N. Y. B.A. Syracuse University, 1912.
- Cowley, Amy. Albany, N. Y. B.S. Northwestern University, Evanston, Ill., 1910; assistant, Northwestern University Library, 1910-12.
- Dick, Margaret S. Crete, Neb. B.A. Doane College, 1907; assistant, Doane College Library, 1907-11, librarian, 1911-12.
- Gilbert, Grace Winifred. Elmira, N. Y. B.A. Elmira College, 1904; assistant, children's department, Steele Memorial Library, Elmira (N. Y.) 1900-12.
- Hvistendahl, Hans Georg. Holmestrand, Norway. B.A. Otto Anderssens School, 1906; University of Christiania, 1906-09.
- Ingalls, Florence Lillian. Castleton-on-Hudson, N. Y. B.A. Mount Holyoke College, 1912; student assistant, Mount Holyoke College Library, 1911-12.

- Jewett, Alice Louise. Catskill, N. Y. B.A. Mount Holyoke College, 1909; student assistant, Mount Holyoke College Library, 1905-09; assistant, binding division, Carnegie Library, Pittsburgh, 1909-12; assistant, New York State Library, October 1912-date.
- Kessel, Martha Catherine. Cresco, Iowa. Carleton College, 1905-06; University of Minnesota, 1906-09; B.A. Grinnell College, 1911; assistant, Grinnell College Library, 1911-12.
- Kostomlatsky, Zulema. Des Moines, Iowa. Ph.B. State University of Iowa, 1895; University of Chicago, summer session, 1900, 1907; University of California, summer session, 1911.
- Lowry, Elizabeth. Oakland, Cal. University of Illinois, 1906-07; Litt.B. University of California, 1912; summer assistant, Oakland (Cal.) Free Library, 1910, 1911.
- McCoy, Helen R. Mound City, Mo. Central College, Fayette, Mo. 1898-99, 1900-01; Wellesley College, 1901-03; Ph.B. University of Chicago, 1912.
- Pidgeon, Marie Kiersted. Saugerties, N. Y. B.A. Vassar College, 1912; student assistant, Vassar College Library, 1912.
- Proudfoot, Helen. Des Moines, Iowa. B.A. Vassar College, 1911; Drake University, 1908-10, 1911-12; student assistant, Drake University Library, 1911-12.
- Rothrock, Mary Utopia. Albany, N. Y. B.S. Vanderbilt University, 1911, M.S. 1912.
- Savage, Elta Virginia. Maysville, Mo. B.A. University of Missouri, 1911; assistant, University of Missouri Library, 1910-12.
- Sawyer, Rollin Alger, jr. Albany, N. Y. Dickinson College, 1905-07; B.A. Lafayette College, 1909.
- Schaanning, Maja. (*Special*). Trondhjem, Norway. Graduate Municipal Commercial School for Women, Christiania; University of Oxford, summer 1910; assistant, Trondhjems (Norway) folkebibliotek, September 1910-12.
- Schneider, Rebecca. Seattle, Wash. Washington State College, 1906-07; B.A. University of Washington, 1912; student assistant, University of Washington Library, 1910-11; cataloger, Ellensburg (Wash.) Public Library, July-September 1912.
- Scripture, Bessie B. Minneapolis, Minn. B.A. University of Minnesota, 1904.
- See, Alice. Des Moines, Iowa. B.A. Drake University, 1895, graduate student, 1896-97, 1899-1901; assistant, Drake University Library, 1909-12.
- Slomann, Povl Fritz Vilhelm. Copenhagen, Denmark. Ph.B. University of Copenhagen, 1905; M.A. 1912.
- Thomas, Arthur Newlon. Adams, N. Y. B.A. Colgate University, 1910.
- Vaile, Lucretia. Denver, Colo. B.A. Vassar College, 1906; University of Denver, 1902-03.
- Wigginton May Wood. (*Special*). Louisville, Ky. University of Louisville, 1908-12; assistant, catalog department, Louisville Free Public Library, November 1904-date.
- Wilcox, Ruth Stevens. Orwell, Vt. B.A. Wellesley College, 1910.



**Staff instruction and special students.** Six members of the staff of the New York State Library, including four not regularly eligible for admission to the regular school, attended one or two courses each in the school. This privilege is granted because of the increased value to the State Library of staff members so trained. The subjects taken were: Accession work, American libraries, Cataloging, Children's work, Junior and senior classification, Senior selection of books. These students are not counted in the general statistics. In addition, 5 other members of the staff (including one graduate of the school) were regularly matriculated for a considerable part of the work.

Miss Mary McCann of the Pruyn Library completed the courses in Cataloging and Subject headings and Miss Anna B. Davidson of the Young Men's Association Library that in Elementary reference. Both of these Albany libraries are closely associated with the school in furnishing practical practice work during the junior year.

**Degrees.** During the year ending September 30, 1913, the degree of bachelor of library science was granted to the following 19 graduates:

George E. Wire of the class of 1889; Sara Gardner Hyde of the class of 1901; Annie Elizabeth Draper of the class of 1903; Corinne Ann Metz of the class of 1907; Mary Herbert Davis of the class of 1909; Martha Winkley Suter of the class of 1910; Georgia Benedict, Alfred Decker Keator and Mrs Elizabeth Gray Potter of the class of 1912; and Leslie Edgar Bliss, William Nathaniel Daniells, Justus Howard Dice, Eva Wing Graves, Edith Nellie Grout, Willard Potter Lewis, Charles Flowers McCombs, Mary Prescott Parsons, Raymond Lowrey Walkley and Harold Leslie Wheeler, all of the class of 1913.

The degree of master of library science was conferred on Frank Keller Walter of the class of 1906, since 1908 the vice director of the New York State Library School.

The total number of degrees conferred by the school up to October 1, 1913 is: bachelor of library science, 176; master of library science, 5.

### NOTES ON THE CURRICULUM

Though very extensive changes in the books available made improvements in specific problems easy as well as desirable, the changes in general plan in the courses were minor. The more important are noted below.

**Administration.** There was very little change in the elementary course, Miss Mary L. Davis, of the Troy Public Library, again aiding Mr Wyer in the work. Miss Caroline Webster, library organizer, also gave one lecture in the course.

The advanced course covered much the same general ground as before, though the lecturers were mostly different. The work was roughly divided as follows. (For specific subjects, see pages 7-10).

*General*

Miss Sarah B. Askew (2)  
Mr William R. Eastman (5)  
Miss Alice S. Tyler (2)  
Mr James I. Wyer, Jr (1)

*College and university libraries*

Prof. Azariah S. Root (2)  
Prof. Lucy M. Salmon (1)  
Mr James I. Wyer, Jr (3)

*Public libraries*

Mr Edwin H. Anderson (2)  
Mr William H. Brett (1)  
Mr Henry E. Legler (2)  
Miss Bessie Sargeant Smith (1)  
Miss Jessie Welles (4)

**Cataloging.** With the intention of improving the course in Elementary cataloging, the collection of books maintained distinctly for Library School work was considerably enlarged. Topics calling for special attention in cataloging were carefully selected and about 250 works illustrating them were ordered, duplicating to the extent of from three to five copies for each title. This heavy duplication resulted from the conviction that a small number of thoroughly good examples, with sufficient copies to furnish working material for a class, was better than a larger number of less desirable illustrations; first, because the smaller number would insure the use, by all the class, of only the best; and second, because concentrating the attention of the class on a number small enough to be discussed in a class period would greatly increase the value of such discussion. An incidental advantage also appears from the administrative standpoint in that the smaller number of titles will so greatly facilitate the work of revision as to offset in a short time the cost of the

special collection. While the treatment of technical difficulties was the basis of the selection, special care was taken to provide as far as possible books having other intrinsic value and also to select attractive editions, in the belief that such a collection would be of greater general value to the students and add to their interest in the course. As far as practicable also such books were chosen as would be useful in other courses.

As an alternative to the advanced course in Dictionary cataloging, there was offered this year a course in Comparative cataloging, with the special purpose of giving the students a broad general view of the subject. Attention was paid to the resemblances and differences between dictionary, systematic classed and alphabetic-classed catalogs, and some notice was also taken of foreign systems, of the cataloging of incunabula and of various methods of dealing with minor details. The two advanced courses in this way fit the needs both of the student preparing to be an expert cataloger and of the student who, in administrative and reference positions, needs to know more of the possible uses of the various kinds of catalogs than of their actual making.

**Classification and subject headings.** The lists of books used in both these courses were revised as new books became available and it became easier to select just the books needed to illustrate typical points. The work in these subjects in the summer school was much helped by the books purchased for the course in cataloging. This collection will be of the same advantage to the work in the regular courses in classification and subject headings as it is in the class work in cataloging.

**Law library and legislative reference work.** This course, given for the first time this year, was elected by 9 students, including 2 members of the legislative reference staff. Two were unable through stress of other work to complete the course. Two of the remaining 4 have obtained positions having chiefly to do with work of this kind. The course this year was rather tentative and will be more closely organized in 1913-14, in the light of the past year's experience. Mr John T. Fitzpatrick, acting legislative reference librarian, will give the instruction in this subject.

**Library buildings.** Owing to the small number electing the advanced course in Library buildings, the course was not given this year.

**Library work with children.** This course was open to both regular and summer schools and despite the obvious difficulties of such an arrangement, proved of great benefit to both classes of

students. The school is under much obligation to Miss Clara W. Hunt of the Brooklyn Public Library for taking general charge of the course. She was aided by Miss Ethel P. Underhill of the Worcester (Mass.) Free Public Library and Mrs Edna Lyman Scott.

**Reference work.** The growth of the State Library during the past year and the opening of its various reading rooms has made the task of providing suitable reference material and of illustrating special methods of reference research much easier than in 1911-12 with the fragmentary collections and the scattered quarters of the library. An excellent collection of general reference books and very fair collections for numerous lines of special work are now available and are improving daily. An opportunity for actual reading room service from the students as part of their regular practice work is provided by the general reading room and the periodical reference room. Except in the case of those bound periodicals of which it is difficult to obtain complete sets, and in general literature, the material at hand is already better than can be found in any but the largest general libraries.

**Selection of books.** On account of the long illness of Miss Wheeler, this course was largely conducted by Miss Mary E. Eastwood, of the book selection section of the State Library, assisted in part by Mrs Julia S. Harron of the Cleveland Public Library and Mr Charles F. Porter of the Educational Extension Division. A number of minor changes in the plan as well as the content of the course were made after careful consideration. These modifications will be further extended along the lines agreed upon by the several instructors and lecturers taking part in the course.

**Subject bibliography.** The growth of the new State Library was very practically demonstrated by the fact that the subject bibliographies needed in this course, which in 1911-12 were available only through the liberal interlibrary loan policies of several of the best American libraries, in 1912-13 were at hand in our own library collection, with a few unimportant exceptions which were more than offset by others not formerly available.

**Original bibliographies and community studies.** The facilities for original bibliographic work in the New York State Library were so greatly improved that a much larger proportion of the work necessary to complete the bibliographies was done in the library. In fact, only three of the students found it necessary to devote the entire practice work period in outside libraries to bibliographic work. The almost complete absence of any adequate

collection of general literature in the State Library will naturally limit for some time the possibilities of bibliographical research along these lines.

Several of the bibliographies were prepared on request, and requests from outside sources for such work are increasing.

The community studies presented showed evidences of careful work and while somewhat lacking in the correlation of material which comes with more practice in social research, they are nevertheless quite good enough to justify the inclusion of this subject in the course.

The bibliographies submitted were as follows:

Bliss, Leslie E. A contribution to the bibliography of the industrial phases of the prison problem.

Prepared at the request of the National Committee on Prison Labor.

Daniells, William N. Select list of books and articles on animals in fiction and folklore.

Dice, Justus H. Bibliography of modern opera: Humperdinck, Leoncavallo, Mascagni, Massenet, and Saint-Saëns.

To be published by the Boston Book Co. in "Modern Drama and Opera," v. 2.

Graves, Eva W. Reading list on popular botany.

Grout, Edith N. Selected bibliography on eugenics and related subjects.

Prepared at the request of the New York State Health Department and to be published by that Department.

McCombs, Charles F. The "Genie du Christianisme" of Chateaubriand and Madam de Staël's "De l'Allemagne" with special reference to the beginnings of the French romantic movement.

Parsons, Mary P. Select list of references on further restriction of immigration to the United States by means of an illiteracy test.

Suter, Martha W. Draft riots in New York City.

Walkley, Raymond L. A bibliography on the relation of secondary schools to colleges and higher education in the United States.

To be published as a bulletin of the U. S. Bureau of Education.

Wheeler, Harold L. A bibliography of stories of English and American schools and colleges.

"Library and community" studies were presented by the following:

Davis, Mary H., Chester, Pennsylvania.

Keator, Alfred D., Williamsburgh, Brooklyn, N. Y.

Lewis, Willard P., Springfield, Mass.

**Annual library visit.** As in 1911-12, the annual library visit (April 1-9) followed directly the month of outside practice work.

As the schedule was considerably shortened because of several

unusual demands in other directions for time, a few libraries visited in former years were necessarily omitted from this year's schedule.

New York, Philadelphia, Washington and their vicinities were visited. Among the social features of the trip were teas at the Chatham Square branch of the New York Public Library, the Library School of the New York Public Library, and the Drexel Institute Library School and an informal reception following a meeting of the District of Columbia Library Association on the evening of April 10th.

For the past three years a systematized attempt has been made to conserve the results of these visits in the shape of more accurate and detailed committee reports. The heads of the different sections of the State Library have aided in keeping to date the outlines given to the different members of the committees appointed to investigate special phases of the work. The result has been a series of committee reports which furnish excellent detailed material for a comparative study of library practice in some of the best libraries of the country, embodying as they do many minor changes in administrative minutiae which do not regularly appear in library reports. These reports are filed in the library economy collection of the State Library.

A summary of the schedule follows:

April 1 Newark Free Public Library; Seward Park and Chatham Square branches, New York Public Library.

April 2 New York Public Library; Columbia University Library.

April 3 Brooklyn Public Library; Pratt Institute Free Library and Library School; Library School of the New York Public Library.

April 4 Free Library of Philadelphia and Spring Garden branch; University of Pennsylvania Library; Drexel Institute Library and Library School.

April 5 Bryn Mawr College Library.

April 7 Library of Congress.

April 8 Library of the United States Department of Agriculture; Office of the Superintendent of Documents.

April 9 District of Columbia Public Library.

**Practice work.** With the rebuilding and reorganization of the State Library, conditions for practice work are again much what they were when the school was first moved to Albany. Instead of mere odds and ends of routine or mere clerical work, there is now much to be done in all sections of the library which will not only be of direct value to the library itself but will be real problems quite worthy the attention of any student. Mention has already been

made of the students' service as extra reading room assistants. This will probably be continued in even greater degree during the coming year.

The practice work in outside libraries was continued with very satisfactory results. School exercises were suspended during the month of March while the students were at the various libraries assisting in the work. Twenty-one were in libraries in New York State. The careful supervision of student work on the part of the libraries cooperating was the chief reason for the success of the work. Even in the few cases in which the results were not so successful as could be wished, the sympathetic attitude toward student inexperience was marked and the reports on student work were an excellent indication of the greater cordiality and candor which are beginning to mark the relations between library and library school. A notable innovation on this side of the work was the organization by three of the students under the direction of Miss Caroline Webster, library organizer, of two of the smaller public libraries in the western part of the State. The experiment was so successful that it is planned to do even more of this kind of practice next year. The benefits are twofold: the State will receive the benefit of the services of organizers with technical training who often have had some actual library experience as well; the students doing this work will have their theories put to a practical test and, in the smaller libraries will receive an all-around experience and be thrown on their own resources to an extent which is often impracticable in larger, highly organized libraries. So important is this side of the work considered that only senior students or juniors with considerable previous library experience will be assigned to it.

Student practice was given by the following libraries:

*Public libraries*

Bolivar (N. Y.) Public Library; Brookline (Mass.) Public Library; Brooklyn Public Library; Chicago Public Library; Cleveland Public Library; District of Columbia Public Library; Fairhaven (Mass.) Public Library; New York Public Library; Carnegie Library of Pittsburgh; Queens Borough Public Library; Rochester Public Library; Somerville (Mass.) Public Library; Springfield (Mass.) City Library Association; Springville (N. Y.) Public Library; Utica Public Library; Worcester (Mass.) Public Library.

*College and university libraries*

Columbia University; Cornell University; University of Michigan; Princeton University; Wellesley College.

## SUMMER SESSION

After an interval of two years, caused by the Capitol fire of 1911, the summer session was resumed this year. As the preliminary arrangements were necessarily made shortly after the removal of the school into the new building and before the possibilities in the way of accommodation and instruction could be definitely foreseen, no extensive advertising was indulged in and no special attempt made to attract a large number of students.

The course was a general one, extending from June 4th to July 18th and covering the essentials of the principal subjects met with in library work. The chief innovation was an arrangement by which the course in Library work with children, given to the regular school, was open also to students in the summer school. Several special lecturers were engaged expressly for the summer school. (*See also Lecturers*, pages 7-10). Eighty-eight lectures and class appointments were given.

A summary of the course with the number of lectures in each subject follows:

Classification (11) Miss Hawkins  
Subject headings (7) Miss Hawkins  
Cataloging (12) Miss Fellows  
Reference (8) Mr Walter  
Public documents (3) Mr Wyer  
Bibliography (6) Mr Biscoe, Mr Walter  
Work with schools (5) Miss Hall, Miss Mendenhall, Dr Williams  
Selection of books (11) Miss Eastwood, Mr Walter  
Work with children (13) Miss Hunt, Mrs Scott, Miss Underhill  
Miscellaneous subjects (1 lecture each): Accession work (Miss Fellows); Loan work (Miss Hawkins); Shelf work (Miss Fellows); Bookbuying (Miss E. M. Smith); Bookbinding (Mr Bailey); Book repairing (Miss Crissey); The library in an industrial town (Miss Peters); Making the library count in the community. Local history for the small library (Miss Webster); Visual instruction (Mr Abrams); The Educational Extension Division (Mr Watson); Study clubs and traveling libraries (Miss Betteridge).

In view of the fact that the summer session particularly meets the needs of the smaller libraries of the State and in this way should reach by far the greater number of the libraries of the State, plans are already under way to make it even more helpful than heretofore. The Educational Extension Division and the School Libraries



Division are cordially cooperating both with suggestions for the improvement of the course and in calling the attention of librarians and assistants in the smaller libraries to the value of such a course.

The course was attended by 20 students, 10 of them coming from New York, 4 from Texas, 3 from New Jersey and 1 each from Connecticut, Maine and Michigan. Three hundred twenty-one different students have attended the 14 different summer sessions, 11 of them having attended more than one session.

The names of those in attendance this year, with their libraries, follow:

**List of students (14th summer session, 1913)**

- Benham, Mrs Margaret E. Niagara Falls, N. Y.; assistant, Niagara Falls Public Library.
- Darrow, Helen W. Greenfield Center, N. Y.; assistant librarian, Skidmore School, Saratoga Springs, N. Y.
- Dean, Florence M. Brooklyn, N. Y.; assistant, Brooklyn Public Library.
- Dwyer, Winifred G. Bayonne, N. J.; assistant, Bayonne Free Public Library.
- Franke, Helena C. Bound Brook, N. J.; librarian, Bound Brook Free Public Library.
- Goeppinger, Eva C. South Norwalk, Conn.; assistant, South Norwalk Public Library.
- Grant, Agnes M. Detroit, Mich.; assistant, Detroit Public Library.
- Gunter, Lillian. Gainesville, Tex.; librarian, Gainesville Public Library.
- Hatfield, Addie E. Oneonta, N. Y.; principal and librarian, Center street training department of the State Normal School, Oneonta.
- Herber, Elizabeth R. Bayonne, N. J.; chief, children's and bindery departments, Bayonne Free Public Library.
- Hutchenrider, Rose. Waco, Tex.; assistant, Waco Public Library.
- Knodel, Emma. Irvington-on-Hudson, N. Y.; librarian (elect), Guiteau Library, Irvington-on-Hudson.
- Loring, Nano G. Owego, N. Y.; assistant librarian, Coburn Free Library, Owego.
- Lowenstein, Nina H. Brooklyn, N. Y.; assistant, Brooklyn Public Library.
- Masterson, F. Adele. Goshen, N. Y.; librarian, Goshen Library and Historical Society.
- Miller, Louise V. Dobbs Ferry, N. Y.; librarian, Dobbs Ferry Free Library.
- \* Robinson, Louisa A. Naples, Me.; librarian, Naples Public Library.
- Royall, Rebecca. Cleburne, Tex.; librarian, Carnegie Library, Cleburne.
- Sill, Mary G. Cohoes, N. Y.; substitute, Troy (N. Y.) Public Library.
- Wood, Grace I. Cleburne, Tex.; first assistant, Carnegie Library, Cleburne.

**THE ALUMNI**

During the past school year 91 positions (including promotions) to which former students have been appointed have been reported to the school. The total number (excluding some brief temporary

\* Partial work only.

positions) to October 1, 1913 is 2111. Up to that time 796 had been filled in New York State; 1315 others were filled in 36 other states and the District of Columbia and 21 in foreign countries.

## Positions filled October 1, 1912 - September 30, 1913

CLASS AND NAME	POSITION	INSTITUTION AND PLACE (UNLESS IMPLIED)
<sup>1892</sup> Anderson, Edwin H.....	Director.....	New York Public Library
Jones, Mary L.....	Assistant to librarian.....	Los Angeles County Library
<sup>1895</sup> Cone, Jessica G.....	Cataloger.....	Cleveland Public Library
Watson, William R.....	Chief, Educational Extension Division.....	University of the State of New York
<sup>1897</sup> Flagg, Charles A.....	Librarian.....	Bangor (Me.) Public Library
<sup>1898</sup> Imhoff, Ono M.....	Assistant director, legislative reference bureau.....	National Progressive Service, New York City
<sup>1900</sup> Ray, Frances K.....	Medical librarian.....	New York State Library
<sup>1901</sup> Bascom, Elva L.....	Head, book selection and study club dep't.....	Wisconsin Library Commission, Madison
Keller, H. Rex.....	Librarian.....	School of Journalism, Columbia University, New York City
<sup>1902</sup> Avery, Jessie R.....	Librarian.....	Exposition Park branch, Rochester Public Library
Fuller, Frances H.....	Secretary, surveys and exhibits committee.....	Russell Sage Foundation, New York City
Lamb, Eliza.....	Assistant, catalog department.....	University of Chicago Library
<sup>1903</sup> Donnelly, June R.....	Associate professor of library science, librarian, and director of library school.....	Simmons College, Boston
Eastwood, Mary E.....	Head, book selection section.....	New York State Library
Wyer, Malcolm G.....	Librarian.....	University of Nebraska, Lincoln
<sup>1904</sup> Dunham, Mary E.....	Reference librarian.....	Indiana University, Bloomington
Reed, Lois A.....	Librarian.....	Bryn Mawr College
Spafford, Martha E.....	Librarian.....	Pacific University, Forest Grove, Ore.
<sup>1905</sup> Blanchard, Alice A.....	First assistant.....	Carnegie Training School for Children's Librarians, Pittsburgh
Harron, Mrs Julia S.....	Library editor.....	Cleveland Public Library
McKee, Alice D.....	Assistant cataloger.....	Ohio State University Library, Columbus
<sup>1906</sup> Boswell, Jessie P.....	Assistant.....	Cincinnati Municipal Reference Bureau
<sup>1907</sup> Holding, Anna L.....	Librarian.....	Brumback Library, Van Wert, O.
Metz, Corinne A.....	Librarian.....	The Dalles Public and Wasco County Library, The Dalles, Ore.
<sup>1908</sup> Cooper, Isabella M.....	In charge, sociological department.....	Brooklyn Public Library
Hooker, D. Ashley.....	Assistant reference librarian.....	John Crerar Library, Chicago
Hulburd, Annabel A.....	Assistant.....	University of North Dakota Library
Marquand, Fanny E.....	Assistant librarian.....	University of Rochester
Strange, Joanna G.....	Reference librarian.....	Detroit Public Library
<sup>1909</sup> Davis, Mary H.....	Librarian.....	Owensboro (Ky.) Public Library
Wheeler, Joseph L.....	Assistant librarian.....	Los Angeles Public Library

## Positions filled October 1, 1912 - September 30, 1913 (Continued)

CLASS AND NAME	POSITION	INSTITUTION AND PLACE (UNLESS IMPLIED)
<b>1910</b>		
Bucher, Mrs. Paul.....	Assistant, order section.....	New York State Library
Callahan, Lillian J.....	Librarian.....	Levi Heywood Memorial Library, Gardner, Mass.
Colegrove, Mrs. Mabel E.....	Reference assistant.....	Newark (N. J.) Free Public Library
George, Lillian M.....	Cataloger.....	Oregon Agricultural College, Corvallis
Holdridge, Kathreen.....	Head cataloger.....	Iowa State College Library, Ames
Swartwout, Jessamine E.....	Librarian.....	Heermance Memorial Library, Coxsackie, N. Y.
<b>1911</b>		
Baker, Mary N.....	First assistant superintendent of circulation.....	Seattle Public Library
Scranton, Henriette I.....	Librarian.....	Elwood (Ind.) Public Library
<b>1912</b>		
Allen, Amy.....	Head cataloger.....	West Virginia University Library, Morgantown
Carnegie, Elza K.....	Second assistant, central lending division.....	Carnegie Library, Pittsburgh
Dougan, Alice M.....	Head cataloger.....	Purdue University Library, Lafayette, Ind.
McCauley, Pauline M.....	Librarian.....	Waco (Tex.) Public Library
Rosholt, Ruth.....	Head cataloger.....	Minneapolis Public Library
<b>1913</b>		
Chambers, Alta A.....	Assistant.....	Walla Walla (Wash.) Public Library
Clement, Edith M.....	Assistant, Educational Extension Division.....	University of the State of New York
Conant, Genevieve.....	Assistant.....	New York State Library School
Daniels, William N.....	Head cataloger.....	Brookline (Mass.) Public Library
Flynn, Marcella.....	Assistant, documents department.....	New York Public Library
Grout, Edith N.....	Assistant, children's room.....	Rochester Public Library
Keator, Alfred D.....	Exposition Park branch Desk assistant.....	Vassar College Library
	Head, useful arts department.....	Minneapolis Public Library
Lewis, Willard P.....	Assistant.....	New York State Law Library
MacNair, Rebecca S.....	Librarian.....	Central Y. M. C. A. Library, Albany
Parsons, Mary P.....	Assistant librarian.....	Pasadena (Cal.) High School
Sackett, Josephine T.....	Assistant reference section.....	New York State Library
Sanborn, Henry N.....	Reference assistant.....	Carnegie Library, Pittsburgh
Wigginton, May W.....	Librarian.....	University Club, Chicago
Willard, Ruth M.....	Head cataloger.....	Free Public Library, Louisville, Ky.
Wood, Bertha E.....	Cataloger.....	Iowa State Library Commission
	Cataloger.....	Middlebury College Library, Middlebury, Vt.
<b>1914</b>		
Adkins, Venice A.....	Assistant.....	New York Public Library
Barber, Clara V.....	General executive assistant.....	Utica Public Library
Burwell, Ethel I.....	Assistant.....	Clark University Library, Worcester, Mass.
Cobb, Mary E.....	Assistant.....	New York State Library School
Gilbert, G. Winifred.....	Assistant.....	Steele Memorial Library, Elmira, N. Y.
Hvistendahl, Hans G.....	Assistant.....	Bergens (Norway) Offentlige Bibliotek
Kessel, Martha C.....	Assistant librarian.....	Grinnell College Library, Grinnell, Ia.
Kostomlatsky, Zulema.....	Librarian, Hazelwood branch.....	Carnegie Library, Pittsburgh
Pidgeon, Marie K.....	Assistant.....	New York State Library
Proudfoot, Helen.....	Assistant.....	Des Moines (Ia.) Public Library
Savage, Elta V.....	Assistant reference librarian.....	Kansas State Agricultural College, Manhattan
Scripture, Bessie B.....	Cataloging assistant.....	Columbia University Library, New York City
See, Alice.....	Cataloger and reference assistant.....	Drake University Library, Des Moines, Ia.

\* Special.

## Temporary positions reported, October 1, 1912 - September 30, 1913

CLASS AND NAME	POSITION	LIBRARY AND LOCATION (UNLESS IMPLIED)
<sup>1891</sup> Dexter, Lydia A. ....	Temporary assistant .....	A. L. A. Headquarters, Chicago
<sup>1894</sup> Hawes, Clara S. ....	Cataloger .....	Social Service Library, Boston
	Organizer .....	East Haddam and Moodus Library Association, East Haddam, Conn.
<sup>1901</sup> Goetzman, Charlotte E. ....	Temporary assistant .....	Iowa Library Commission, Des Moines, Ia.
Vought, Sabra W. ....	Instructor .....	Chautauqua Summer Library School
	Acting librarian .....	Allegheny College, Meadville, Pa.
<sup>1902</sup> Crampton, Susan C. ....	Assistant .....	Social Service Library, Boston
<sup>1905</sup> Blanchard, Alice A. ....	Assistant .....	Newark (N. J.) Free Public Library
<sup>1906</sup> Harron, Mrs Julia S. ....	Assistant, book selection section, and instructor in Library School .....	New York State Library
Boswell, Jessie P. ....	Cataloger .....	Indiana University Library
<sup>1908</sup> Hulburd, Annabel A. ....	Cataloger .....	University of Illinois Library, Urbana
Cooper, Isabella M. ....	Instructor in charge summer library course .....	Simmons College, Boston
Marquand, Fanny E. ....	Principal instructor .....	McGill University Summer Library School, Montreal
<sup>1913</sup> Dye, Eleanor M. ....	Cataloger .....	Sandusky (O.) Public Library
<sup>1914</sup> Bowles, Verne .....	Summer assistant .....	New York Public Library
Clark, Mabel .....	Summer assistant .....	New York Public Library
Cowley, Amy .....	Summer assistant .....	Newark (N. J.) Free Public Library
Kostomlatsky, Zulema .....	Acting librarian, Wylie Av branch .....	Carnegie Library, Pittsburgh
Lowry, Elizabeth .....	Summer assistant .....	Carnegie Library, Pittsburgh
Rothrock, Mary U. ....	Summer assistant .....	Cossitt Library, Memphis, Tenn.
Sawyer, Rollin A., jr. ....	Cataloger .....	Fort Orange Club Library, Albany
	Summer assistant .....	New York Public Library
Schaanning, Ma'a .....	Acting librarian .....	Folkebibliotek, Trondhjem, Norway
Slomann, P. F. Vilhelm .....	Summer assistant .....	Newark (N. J.) Free Public Library
Vaile, Lucretia .....	Summer assistant .....	New York Public Library

**New York State Library School Association.** At a meeting held at the Hotel Kaaterskill, June 26, 1913, during the conference of the American Library Association, the following officers for 1913-14 were elected:

*President*, Bessie Sargeant Smith '97, supervisor of smaller branches, Cleveland Public Library

*1st vice president*, Lois Antoinette Reed '04, librarian, Bryn Mawr College, Bryn Mawr, Pa.

*2d vice president*, George Franklin Strong '09, librarian, Adelbert College, Western Reserve University, Cleveland, O.

*Secretary-treasurer*, Harriet Rosa Peck '04, librarian, Rensselaer Polytechnic Institute, Troy, N. Y.

*Executive committee*, Margaret A. McVety '08, chief, lending department, Newark (N. J.) Free Public Library; William Frederick Yust '01, librarian, Rochester (N. Y.) Public Li-

brary; Jesse Cunningham '10, librarian, School of Mines and Metallurgy, Rolla, Mo.

*Member of advisory committee, 1913-16, Robert Kendall Shaw '99, librarian, Worcester (Mass.) Free Public Library.*

A word of special acknowledgment from the school is due to Miss Bessie Sargeant Smith, who was secretary-treasurer of the association from 1906 to 1913, and to Mr Arthur L. Bailey '98, who served on the advisory board, much of the time as its chairman, from 1907 to 1913. Both Miss Smith and Mr Bailey gave much time to the interests of the school and in many ways aided in keeping interest in it and its work active among the former students.

The annual dinner, held on the evening of June 26th, was the largest ever held at an A. L. A. meeting by a library school. One hundred thirty-eight, including only a few specially invited guests, attended it and every class since the beginning of the school was represented. At the various sessions of the conference 148 present and former students were present.

Second only in size to the dinner at the Hotel Kaaterskill and not second even to it in interest was the reception given by the faculty to present and former students and visiting librarians on October 14, 1912 just before the formal dedication exercises of the State Education Building. One hundred twenty-three past and present students representing every class from 1888 to 1914 were present. (For detailed account, *see Library Journal*, 37:607-9. Nov. '12.)

**Alumni gifts.** The anniversary of the completion of the school's first quarter century which was celebrated at the dedication of the new State Education Building was the occasion of a number of gifts from the alumni to the school. These gifts, which aid very materially in making the rooms of the school more attractive and in promoting a pleasant social atmosphere among the students, are listed below:

From the New York State Library School Association:

Framed portraits of E. H. Anderson, F. M. Crunden, C. A. Cutter, Melvil Dewey, Mrs Salome Cutler Fairchild, W. F. Poole, Ainsworth R. Spofford, Justin Winsor.

From the class of 1898:

Guest book bound in full crushed levant.

From the class of 1901:

Framed wall pictures of the New York Public Library, Columbia University Library, the Library of Congress and the Utica Public Library.

From the class of 1910:

Tea service, punch bowl and glasses.

From the class of 1912:

Pewter tea set of seven pieces.

From Florence Woodworth '88:

Electric heaters, enamel kitchen ware, jardinières, plants, etc.

From Henrietta Church '93:

Silver sugar tongs and lemon forks (four pieces).

From Robert K. Shaw '99:

Portrait of Sir Anthony Panizzi.

The New York State Library School Association also appropriated \$50 to be spent by the school for entertainment purposes. A number of informal receptions to visiting lecturers and other similar social affairs have been given as a result of the fund and have greatly aided in maintaining and promoting the cordiality between students and staff which has come to be one of the traditions of the school. These have been all the more pleasant since they have not involved any expenditure whatever either of State time or money, but have been a very substantial evidence to the present students of the interest and loyalty of their predecessors. This fund has been further increased by personal contributions of a number of former students to an "incidental fund" which is at the disposal of the school for such purposes as are not strictly covered by a regular State appropriation.

**Necrology.** Four deaths of former students have been reported during the year.

Mrs Martha H. G. Banks of the class of 1889 died in New York City, September 23, 1913. Mrs Banks had served on the staffs of the Springfield (Mass.) City Library Association, the New York Public Library, the Dyer Library of Saco, Me., the Brooklyn Public Library and in temporary positions elsewhere.

Helen Griswold Sheldon B.L.S., of the class of 1893, of Berkeley, Cal., died June 19, 1913. Miss Sheldon's experience included the libraries of Tome Institute, Drexel Institute and the University of California (Sept. 1907-May 1911).

Walter L. Barnes of the class of 1903, former librarian of the Albany Y.M.C.A. Library and of the University of Colorado, died June 4, 1913.

Walter K. Jewett M.D. B.L.S., librarian of the University of Nebraska from 1906, died at Lincoln, Neb., March 3, 1913. Doctor Jewett was a member of the class of 1905 and, with the exception of a few temporary positions in 1905 and 1906, his entire service as a librarian was given to the University of Nebraska.

## NOTES AND COMMENTS

**New school quarters.** In a letter written in 1911 just after the school had moved into its temporary home in the Guild House of the Cathedral of All Saints, the late Commissioner of Education Andrew S. Draper said:

"I am very glad to know that you will be able to get on for a few months, and then I hope you will have the finest quarters and the largest opportunities that can be held out to such a school in America."

The first part of Doctor Draper's desires has materialized in the suite of rooms assigned to the school in the new State Education Building. This consists of a large study room, two large lecture rooms, a small reading room, a typewriting room and office. These have been noted in some detail in the report of the school for 1912. The anticipations aroused on first occupying them have been very largely realized by continued use of the rooms. The study room with its plentiful floor space and abundant illumination has by its dignified simplicity become one of the "show rooms" of the building and has proved quite satisfactory. The acoustics of the lecture rooms on the other hand, left so much to be desired that most of the class appointments for the year were held in a mezzanine room (250 M) over the director's office. The ceiling of one of the larger lecture rooms (323) is now being changed so as to overcome practically all the former difficulty.

**Dedication of the State Education Building.** The school was represented at the dedication of the State Education Building, October 15-17, 1912, by ten of its former students who were duly accredited delegates from libraries and universities. In addition, every former student resident in Albany and all engaged in actual library work elsewhere received a special invitation from the State Education Department. The reception given by the faculty of the school to its alumni, students and visiting librarians was attended by about 170 (see also page 26). School exercises were partially suspended to permit the students to attend the dedication exercises. In the responses which were a part of the official roll call on Thursday morning, October 17th, several definite tributes to the work of the school were paid by delegates. Dr J. C. Schwab, of Yale University, who was the official speaker for library interests, in his address said: "The Library School of this State, whose twenty-five years of service we are commemorating today, has the

proud record of leading the world in effectively training the leaders in the library world of America. I venture to say that no institution has ever made so relatively large a contribution toward uplifting and ennobling a learned profession."

In the responses to the official roll call of delegates, the work of the Library School was frequently commended. Among the institutions from which such mention was made were the State Historical Society and the State Library Commission of Wisconsin, the Chicago Public Library, the Carnegie Library of Pittsburgh, the John Crerar Library and the Library of Congress. The Librarian of Congress said:

"We are glad that this building assures also the continuance of the Library School which, though a by-product of the library proper, has done a notable service in advancing the standards of training for library work: and I express this not for one library alone but for the many which have profited by its graduates."

**Visitors.** An illustration of the interest in the school felt by its former students and by librarians in general is shown by an examination of the "Guest book" presented by the class of 1898. From October 14, 1912, the opening date of the dedication exercises of the State Education Building, to September 30, 1913 nearly 600 librarians have paid at least a brief visit to the school. In this number are included 196 of the 675 students who have matriculated since its beginning in 1887 and 12 of the 20 living presidents and ex-presidents of the American Library Association.

March 29th the students of the Pratt Institute Library School visited the State Library and the Library School. In the absence of the students on outside practice work, the visitors were entertained by the faculty and the former students on the staff of the State Library.

**Library meetings.** Twenty-nine students attended the conference of the American Library Association at the Hotel Kaaterskill. Regular school exercises were terminated on Saturday, June 21st, to permit attendance at the conference. Eighteen of the summer session students also attended, June 26-27, school exercises being suspended for that purpose.

The library institute of the Albany district, conducted by the New York State Library Association, was held in one of the school's classrooms, May 20th. The small size of the room prevented the regular attendance of many of the students but as many as could find room were present at one or more sessions. Members of the



senior class acted as guides through the building to small groups of the visiting librarians.

**Service to the State.** Although in its particular field the school has an international reputation, it frequently happens that within its own State and even within its own city, its work is comparatively little known. This anomalous condition is due chiefly to the general ignorance of libraries and their work on the part of the general public and not to any neglect on the part of the school of the fact that as a State school its first duty is to the State of New York. The recognition of this duty is shown in smaller tuition charges to residents, in preference given them in the matter of admission to the school and in other ways, some of which are noted in more detail below. As this report begins with a new period in the organization of the State's educational system as well as with the school's own second quarter century of service, such a summary of what it has done seems not inappropriate, particularly since no similar summary has previously appeared in print.

Even in the most direct service, that of filling positions in the libraries of the State, the school has not been lacking. Of the 2111 positions held by students from the school, 796, or about 38 per cent, have been in New York State. When the pioneer position of the school, its reputation outside the State, and the general demand for its students are considered, this is a remarkable showing. Two directors of the State Library, both chiefs of the Educational Extension Division since its formation in 1906, 130 assistants in the State Library (including a large number of section heads), two of the three vice directors of the State Library School and librarians and assistants in other State departments have received their professional training here. Credit is also due the school for the scores of clerks who, while in the State Library service, have taken partial courses in the school and who have later, because of such training, been transferred to positions in other departments requiring expert service. Outside of the city we may instance as former students in important present and past positions, the director of the New York Public Library, 44 other positions (including branch librarians and department heads) in the same library; 30 former students (including an assistant librarian, 3 department superintendents and several branch librarians) in the Brooklyn Public Library, and a department head in the Queens Borough Public Library; the librarians of the public libraries of Rochester, Troy, and Utica, of the two leading public libraries of Albany, the heads of two other library schools of the State and 14 instructors in the 3 schools

outside Albany. Nor has service been confined to the larger cities. In professional services ranging from temporary organization to the chief librarianship, city and hamlet, college and school in all parts of the State have been aided.

Through the cordial cooperation of the Educational Extension Division and the School Libraries Division, opportunities for further service seem increasing and the school stands ready, through practice work or through regular position, to meet these opportunities to the best of its ability.

The following list of localities and libraries in which students of the school hold or have held library positions up to September 30, 1913, shows without comment how widespread its influence has been in all lines of library work throughout the State. In the case of public or society libraries, the location only is given; in the case of school or college libraries the name of the institution is given. When three or more different students have served in the same library or locality, the total number is given in parentheses.

#### *A State and city departments and institutions*

New York State Library (130), State Bureau of Labor Statistics, State Comptroller, State Health Department, State Lunacy Commission, State Railroad Commission, State Hospital (Binghamton), Hudson River State Hospital (Poughkeepsie), Western New York Institution for Deaf Mutes (Rochester), State Hospital (Utica), New York City Board of Water Supply, New York City Department of Education.

#### *B Public and society libraries*

Addison; Albany (189), including Diocesan Library (7), Y. M. A. Library (3), Y. M. C. A. (10), Y. W. C. A. (8); Albion; Andover; Attica; Ballston Spa; Binghamton; Boonville; Brewster; Bronxville; Brooklyn (56), including Pratt Institute and Library School (13), Brooklyn Public Library (30), Union for Christian Work (6); Buffalo, including Buffalo Public Library (8); Canandaigua; Canisteo; Catskill; Claverack; Cooperstown; Corning; Cocksackie; Dansville; Delhi; Dunkirk; East Aurora; Elizabethtown; Ellenville; Fredonia; Ghent; Glens Falls; Gloversville; Greenwich; Greene; Griffin Corners; Herkimer; Hoosick Falls; Hudson; Ilion; Jamestown; Johnstown; Kingston; Lake George; Madalin; Mayville; Millbrook; Morristown; Moravia; Mount Vernon; New Rochelle; New York City (87), including Association of the Bar (3), New York Public Library (45), Y. M. C. A. (5) and 16 other public or society libraries; Newark; Niagara Falls; North Tonawanda; Nyack; Oxford; Pine Hill; Pleasant Valley; Port Chester;

Port Henry; Port Jervis; Potsdam (3); Queens Borough; Rensselaerville; Rochester (7), including Rochester Public Library (4); Rome; Roxbury; St Johnsville; Saratoga; Saugerties; Schenectady; Sherburne; Sidney; Springville; Syracuse (4); Troy (14), including Troy Public Library (4); Tarrytown; Utica (14); Valley Falls; Waterford; Waterloo; Watertown (4); Waverly; West Chazy; Westfield; White Plains.

*C College and professional school libraries*

Alfred University, Brooklyn Training School for Teachers, Chautauqua Library School (11), Colgate University (12), Columbia University (27); Columbia University (Teachers College), Cornell University, General Theological Seminary (N. Y.), Geneseo State Normal School, Institute of Musical Art (N. Y.), Library School of the New York Public Library (3), New York City Normal College, New York Law School, Oswego State Normal School, Pratt Institute Library School (6), Rensselaer Polytechnic Institute, Rochester Theological Seminary (6), Rochester University, St Agnes School (Albany) (6), St Stephen's College, Syracuse University (4), Syracuse University Library School (5), United States Military Academy (3), Union College, Vassar College (10), Wells College (3), Woman's Medical College (N. Y.).

*D School libraries*

Albany Public School, Canajoharie Union High School, Cohoes Public School, Emma Willard School (Troy), Flushing High School, Hoosac School, Jamaica High School, Lyons High School, Malone District School Library, The Misses Masters School (Dobbs Ferry), Naples High School, New York High School of Commerce, Oneida High School, Palmyra Union School, Rochester East High School, Sandy Hill (Hudson Falls) Union School, St Faith's School (Saratoga), Saratoga Union School, Stamford Seminary, Washington Irving High School (N. Y.), Watervliet Public School, Westfield Academy.

In addition to the localities and libraries in which students in regular school standing have seen service, the following have sent staff members to the summer school. Many of the localities and libraries in the former list have also been represented in the summer school.

*A Public and society libraries*

Albany (Free Library), Amsterdam, Aurora, Canton, Chatham, Corning, Dobbs Ferry, Dunkirk, Fulton, Fultonville, Goshen, Haines

Falls, Herkimer, Ilion, Katonah, Millbrook, Mt Kisco, New York (Young Men's Hebrew Association), Newburgh, Olean, Owego, Palisades, Poughkeepsie, Sackett Harbor, Schuylerville, Warrensburg, Yonkers.

### *B School and college libraries*

Sacred Heart Academy (Albany), Brooklyn Polytechnic Preparatory School, Cornell Veterinary College, Canandaigua Academy, Hobart College, Jamestown High School, Mechanicsville Public School Library, New York University, New York Normal College (College of the City of New York), Oneonta State Normal School, Skidmore School (Saratoga), Troy High School.

### *C State institutions*

State Pathological Institution, New York City.

In several other lines the school is of service to the State.

**a In supplementing the work of the State Library.** Through the presence of an educated student body it has been possible to save thousands of dollars which would otherwise have been needed to secure expert services in all sections of the library. In many lines of the work, such as service in the reading rooms, the preparation of short reading lists, and odds and ends of research work, the services of the students release the regular staff members for more direct work with the public. In case of vacancies, the knowledge gained of the aptitudes of present and former students during their stay in the school has made it possible to select from the list of eligible candidates those who are most likely to prove satisfactory in positions requiring special qualifications.

**b In supplementing the work of the Educational Extension Division.** For some years past the students have given material aid in selecting books suitable for traveling libraries and in preparing programs for study clubs. This year a beginning was made in a new line by the organization of two of the smaller libraries in the western part of the State under the direction of one of the State's library organizers. The experiment proved the possibility of helping greatly in this work which, while giving the student first-hand experience in library problems, will also help in some measure to relieve the already overburdened organizers.

**c In promoting the work of the school libraries.** As a State school connected with the University of the State of New York, the New York State Library School has a unique chance to do work that counts in a field as yet nearly untouched by ordinary library school

courses. Plans are already under way, through the cordial help of the School Libraries Division, to meet this need in a practical way from the teacher's point of view. Perhaps in no other part of the State's educational system is the need of improvement so great as in the selection and use of books in school libraries.

**d In bibliographic work for other divisions and departments.** Several conditions limit the amount of time which can be spent in preparing lists of references for outside persons. Nevertheless, during the past year several bibliographies of considerable extent have been prepared at the request of other State officers.

**e In raising the standard of librarianship.** Perhaps the most valuable, though somewhat intangible service, is in the insistence which has always been laid by the school on a high standard of service no matter what the size or the character of the library. By demanding of its students that they set a pattern for devoted, intelligent service, wherever their work lay, the school has measurably aided in making of librarianship a calling of recognized standing. The public and school libraries are public institutions, supported by public funds, and any institution which aids in making the public money be spent honestly and efficiently is doing no small service. New movements in education, such as vocational training, a greater emphasis on individual social responsibility and the need of a keener moral sense in home and state are changing the whole aspect of formal education. The school is becoming more than ever merely a preparatory step in a development in which the library, too, is an important part.

Good schools imply good teachers; good libraries require good librarians. If the State finds it profitable to spend lavishly to train better teachers, it is surely worth its while to spend at least sparingly to train better librarians.

The presence of students from outside the State has helped, not hindered, the service to the State. Their tuition fees have lessened the expense of the school, small though it has always been. In company with other State-supported institutions, it has been found by the school that the presence of students from different parts of the country brings fresh viewpoints and keeps down provincialism. In many cases these students have become permanent residents of the State. In more cases they have returned to their homes, enthusiastic friends of the State because of its advanced attitude toward educational matters. Such a feeling is no small asset to the State. If it is worth while to spend hundreds of thousands of

dollars for temporary exhibits at national and international expositions to advertise the State, the small sum by which it has been able, through the school, to gain a national and even international fame in library matters has been an investment which has paid large dividends.

**Publications.** The following publications, other than mere administrative blanks and forms, have been issued during the year: *Register of the New York State Library School*, January 5, 1887–December 31, 1911. (Library School Bulletin 31). 126p. 1912.

A revised and enlarged edition of Library School Bulletins 2 and 11. *Report of the New York State Library School*, 1912. (Library School Bulletin 32). 29p. 1912.

*Indexing; Principles, Rules and Examples*, by Martha Thorne Wheeler (Library School Bulletin 33). 76p. 1913.

Second, revised edition of Library School Bulletin 19.

*New York State Library School: Circular of Information*, 1913–14. 33p. il. 1913.

*New York State Library School: Summer session*, 1913. 4p. 1913.

*First Quarter-century of the New York State Library School*, 1887–1912. 62p. il. 1912.

Sketches and reminiscences by former students and faculty.



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*The University of the State of New York*

**New York State Library**

**PARTIAL LIST OF PUBLICATIONS**

Gaps in a series indicate that the numbers omitted are replaced by later editions or are for other reasons out of print.

**ANNUAL REPORT** 1819–date. All in print to 1892, *in paper*; 1893–date, *cloth*.

No reports published for 1820–23, 1842.

Director's report 1899 (108p.) 1900 (216p.) 1901 (84p.) 1902 (88p.) 1903 (182p.) 1904 (122p.) Statistical report 1905 (48p.) Director's report 1906 (52p.) 1907 (46p.) 1908 (66p.) 1909 (76p.) 1911 (88p.)

**Additions bulletins.** A1 General library, Oct. 1890. 204p. 25c.

List of additions (except law books) closely classed by subject, followed by author and minute alphabetic subject indexes.

A2 Subject index of law additions, Jan. 1, 1883–Dec. 31, 1893. 304p. 35c.

Includes 12,000 volumes and 600 pamphlets, with references to leading articles in 447 volumes of law periodicals. Important trials are entered under the subjects which they specially illustrate. Under "Constitutional conventions" is given the library's probably unequalled former collection of journals, debates and documents of American constitutional conventions.

A3 General library. 854p. Sept. 1894. [\$1.50] boards.

See note to A1.

A4 Additions to medical division 1895. 132p. 15c.

A5 Subject index of law additions, Jan. 1, 1894–Dec. 31, 1903. 272p. 35c.

A6 Medical serials; with bibliography of cerebro-spinal meningitis. 46p. Dec. 1905. 10c. *Superseded by Bb 47.*

**Library School bulletins.** Ls2, 11 (*o.p.*), 31 Register 1887–96 (50p. 5c) 1887–1901 (80p. 15c.) 1887–1911 (128p. 20c)

Ls3, 6, 8 (*o.p.*), 10, 14, 17, 18, 23, 24 (*o.p.*), 25, 27, 28, 29 (*o.p.*), 30, 32, 35

Annual report 1898 (28p. il.) 1899 (30p.) 1900 (36p.) 1901 (28p.) 1902 (30p.) 1903 (30p.) 1904 (24p.) 1905 (32p.) 1906 (24p.) 1907 (26p.) 1908 (28p.) 1909 (28p.) 1910 (28p.) 1911 (32p.) 1912 (32p.) 1913 (40p.)

Ls5 Selected subject bibliographies. 50p. Nov. 1899. 25c. *o. p.*

Ls12 Lecture outlines and problems 1. 66p. Oct. 1902. 15c. *o. p.*

Ls13 English cataloguing rules. 50p. Nov. 1902. 10c. *o. p.*

Ls15 Handbook of New York State Library School, including summer course and library handwriting. 68p. il. Oct. 1903. 15c. *o. p.*

Ls16 Material for course in reference study. 116p. Oct. 1903. 20c. *o. p.*

Ls19 Indexing. 72p. May 1905. 15c. *Superseded by Ls33*

Ls20 Lecture outlines and problems 2. 104p. June 1905. 15c. *o. p.*

Ls21 United States government documents. 80p. Mar. 1906. 15c. *o. p.*

Ls22 Library building plans. 60p. Oct. 1906. 25c.

Ls26 Selected national bibliographies. 42p. Dec. 1908. 10c.

Ls33 Indexing. 76p. Jan. 1913. 15c.

Ls34 Lecture outlines and problems 3. 114p. 20c.

## NEW YORK STATE LIBRARY BIBLIOGRAPHIES

**Bibliography bulletins.** Mostly original bibliographies presented by Library School students as a condition of graduation.

### Volume 1

- Bb1** Guide to the study of J. A. M. Whistler. 16p. May 1895. 25c. *o. p.*  
**Bb2-4** Colonial New England; Travel in North America; History of the 17th century. 80p. July 1897. 15c.  
**Bb5** Reference books for use of cataloguers in finding full names. 22p. Jan. 1898. 5c. *o. p.* *Superseded by no. 36.*  
**Bb6-8** Japan; Venice; Out-of-door books. 64p. Feb. 1898. 10c.  
**Bb9-11** Netherlands; Renaissance art; History of latter half of 15th century. 128p. Apr. 1898. 15c.  
**Bb12** Best books of 1897. 28p. 25c. *o. p.*  
**Bb13** Fairy tales for children. 30p. June 1898. 25c. *o. p.*  
**Bb14** Index to subject bibliographies in library bulletins to Dec. 31, 1897. 62p. 10c.  
**Bb15-17** Russia; Nature study in primary schools; Biography of musicians. 150p. Jan. 1899. 15c. *o. p.*  
**Bb18** Best books of 1898. 28p. 5c.  
**Bb19** College libraries in the United States. 52p. Dec. 1899. 10c.  
**Bb20** House decoration and furnishing. 20p. Dec. 1899. 5c.

### Volume 2

- Bb21** Best books of 1899. 28p. 5c.  
**Bb22** Domestic economy. 144p. Jan. 1901. 15c.  
**Bb23** Connecticut local history. 114p. Dec. 1900. 15c.  
**Bb24** New York colonial history. 274p. Feb. 1901. 35c.  
**Bb25** China and the Far East. 122p. Mar. 1901. 20c.  
**Bb26-27** Fröbel and the kindergarten; Reading list for children's librarians. 92p. May 1901. 15c. *Bb27 separately 5c.*  
**Bb28** Maine local history. 148p. June 1901. 20c.  
**Bb29** Best books of 1900. 32p. 10c.  
**Bb30** Class list of a \$500 library recommended for schools. Ed. 3. 82p. July 1901. 15c. *o. p.*

### Volume 3

- Bb31** Monopolies and trusts in America. 38p. Oct. 1901. 10c.  
**Bb32** Biography for young people. 60p. Nov. 1901. 15c. *o. p.*  
**Bb33** French government serials. 72p. Jan. 1902. 15c.  
**Bb34** Best books of 1901. 30p. 10c.  
**Bb35** Best books of 1902. 36p. 10c.  
**Bb36** Cataloguers reference books. 186p. Nov. 1903. 25c. *o. p.*  
**Bb37** Best books of 1903. 46p. 10c.  
**Bb38** Ethics. 36p. Apr. 1905. 10c.  
**Bb39** Best books of 1904. 46p. 10c.  
**Bb40** Best books of 1905. 44p. 10c. *o. p.*

### Volume 4

- Bb41** Florence. 44p. Sept. 1906. 10c.  
**Bb42** Scotland. 36p. Apr. 1907. 10c.  
**Bb43** Best books of 1906. 48p. 10c. *o. p.*  
**Bb44** Best books of 1907. 56p. 10c. *o. p.*  
**Bb45** Best books of 1908. 50p. 10c. *o. p.*  
**Bb46** Translation and publication of Dutch records in the State Library. 28p. Jan. 1910. 10c. *o. p.*  
**Bb47** Medical serials; with bibliography of medical jurisprudence. 156p. Feb. 1910. 25c.  
**Bb48** A tentative selection from the books of 1909. 62p. 15c.  
**Bb49** Best books of 1909. 56p. 10c.  
**Bb50** Best books of 1910. 54p. 10c.

### Volume 5

- Bb51** Best books of 1911. 66p. 10c.  
**Bb52** Buying list of books for small libraries. 64p. 15c.  
**Bb53** Best books of 1912. 64p. 15c.

# University of the State of New York Bulletin

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ALBANY, N. Y.

MARCH 1, 1915

Library School

## New York State Library

Library School 36

### CATALOGING RULES

PREPARED FOR THE COURSE IN ELEMENTARY CATALOGING  
NEW YORK STATE LIBRARY SCHOOL

BY

JENNIE D. FELLOWS

*Instructor in Comparative Cataloging*

PRELIMINARY EDITION

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*The University of the State of New York*

*New York State Library, May 18, 1914*

*Hon. John H. Finley*

*President of the University*

DEAR SIR: I have the honor to transmit herewith and to recommend for publication, the cataloging rules taught in the course in elementary cataloging in the New York State Library School. Fundamental in all library work is a thorough knowledge of cataloging, the exact collation and description of books, the process which records the resources of a library by authors, titles and subjects. These rules in printed form will not only greatly aid our own work of instruction, but will prove a useful manual of cataloging in libraries throughout the State.

Very truly yours

J. I. WYER, JR

*Director*

*Approved*

A handwritten signature in dark ink, appearing to read "John H. Finley", with a horizontal line drawn underneath the signature.



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# University of the State of New York Bulletin

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## New York State Library

Library School 36

### CATALOGING RULES

PREPARED FOR THE

COURSE IN ELEMENTARY CATALOGING

NEW YORK STATE LIBRARY SCHOOL

### PREFACE

The following code of rules is a revision of the stenciled directions used during the past three years in the junior course in cataloging in the New York State Library School. The stencils were first prepared to save the time previously devoted to note-taking in class, and to furnish fuller information than could be given in class or otherwise be provided in the limited time devoted to the course, with a view to furnishing not only the instructions necessary for class exercises but a compilation useful for reference in later work. With these aims in mind the attempt was made to answer as many as possible of the questions which had arisen in the author's experience in the actual work of cataloging and in years of contact with Library School students. As a result numerous details have been included which may seem at first sight petty and superfluous but which have shown themselves to be very substantial stumbling blocks to persons first struggling with the actual problems.

Recognizing that different local conditions call for different treatment and that this fact is in danger of being overlooked by beginners trained along a particular line, an attempt has been made by explanatory statements and by suggestions of alternative methods, to open the way to a broader view and to make the rules adaptable to varying conditions. While the directions are prepared specifically for the work in the Library School it is hoped that the attempt at elasticity will also make them of use in a wider field.

The plan of work is based on the *A. L. A. catalog rules*, to which (as well as to Cutter's *Rules for a dictionary catalog*, 4th edition, quoted as *Cutter*) frequent reference is made, the intention being in no way to take the place of the A. L. A. code, but rather to serve as an introduction to it and enable the students to use it with a better understanding. No attempt has been made to take up all the rules in that code, but mainly those topics which are commonly met in the work of cataloging, in the belief that students well grounded in these should, through the very full provision made in the *A. L. A. rules*, be able to adapt themselves to any ordinary conditions.

The few variations from the *A. L. A. rules* have chiefly been in the interests of simplification, as it seemed best that the students should, while cataloging fully enough to become accustomed to noticing details, find time to handle a considerable number of books rather than a smaller number with more minute specifications. In some cases also a modification has been adopted with a special view to manuscript cataloging in distinction from printed entries, for which the A. L. A. recommendation seemed specially designed. Supplementing the A. L. A. provision for author and title entries the following directions take up also forms for the subject entries and subject references which form so important a part of a dictionary catalog.

To Miss Corinne Bacon, director of the Drexel Institute Library School, we are deeply indebted. After the destruction by the fire in March 1911, of all the Library School equipment, she generously lent to us her own notes on the courses which she had previously given here, and on these notes the present directions are based in very large measure. Others to whom grateful acknowledgment is due are the Wisconsin Library School, for permission to include any of the rules in its cataloging code, and various members of the New York State Library staff.

The arrangement of topics has been in a measure influenced by the technical make-up of available books, in order that corresponding carefully graded sets of illustrative material might be furnished for class practice. The grouping of topics for class work has not been indicated, in order that it may be more readily expanded or contracted to meet varying conditions. In many cases the sample cards have been adapted from printed entries without the illustrative book at hand and might, on comparison with the book, be found to differ in details from the directions in the following

code, but the examples were chosen as seeming to meet the need better than any other material at the moment available, and if due allowance is made in view of this explanation it will perhaps prevent misunderstanding. Limitations of time have prevented the work from being done as carefully as could be desired and suggestions for improvement in a later edition will be gratefully received. It is hoped, however, that in spite of its shortcomings the bulletin will be found useful in the field of library work.

JENNIE D. FELLOWS

*May 1914*

## GENERAL DIRECTIONS AND SUGGESTIONS

It has been thought advisable to bring together under this heading a few notes which, if given when first called for in connection with the cards, would be spread through the bulletin too scatteringly for convenient reference, or which have no immediate connection with any special topic as taken up.

**1 Reference books.** Bring to class daily *A. L. A. catalog rules* and Cutter's *Rules for a dictionary catalog*.

**2 Writing. a Legibility.** All cards should be written as neatly and legibly as possible.

One week from the first cataloging exercise a copy of the handwriting card (either joined or disjoined hand) is to be handed in and after that the library hand is to be used for cataloging, except that by December 1 all should be able to use the typewriter and after that date a part of each set of cards should be done by hand and, as far as machines are available, a part on the typewriter.

**b Space between words.** Sufficient space should be left between words to have each stand as a unit but not enough to produce a disconnected or straggling effect.

**c Space between groups.** Groups (i. e. title, imprint, collation and series) should be separated by one centimeter space in hand work or four typewriter spaces, unless the space would come at the beginning of a line, when no space should be left.

**3 Capitalization.** See *A. L. A. rules*, 172, but omit the last item in the first sentence and rule b), as the direction for inclosing the initial article in curves, given below in section 15e, answers the same purpose without introducing an inconsistency in the system of capitalization.

**a Alternative title.** Example of alternative title: *Twelfth night; or, What you will*.

**4 Numerals.** In general use arabic figures; for numerals in headings for sovereigns and popes see note under section 14b below; for numerals in titles see section 15k.

**5 Abbreviations.** For general abbreviations, follow *A. L. A. rules*, p. 62-64. For "introduction" on p. 63, in third column add "imprint"; add also on p. 63, "plate-s, pl., collation."

Exception: For "appendix" use "apx."

**6 Punctuation. a General authorities.** For general authorities on punctuation the *A. L. A. rules* recommend De Vinne's *Correct composition* and Bigelow's *Punctuation*. The following special rules are added to cover distinctive features of catalog entries.

6b-g

*b Period.* Use a period at the end of the heading (author or subject), title, imprint, collation and notes, unless some other punctuation is specially called for; also after an abbreviation but not after a contraction (namely, a shortened form ending with the last letter of the word, e. g. Mr, Mrs, Dr etc.)

*c Brackets.* Use very small brackets, as { }, to indicate information supplied in the heading, title, imprint or collation, except that in the heading they are not used for general titles (e. g. Mrs, baron etc.) nor for distinguishing phrases (e. g. dates of birth and death or descriptive terms, including titles of nobility when not the entry word) nor for changes in the form of name (e. g. William on the title-page, Wilhelm in the heading used) nor for corporate headings, anonymous classics and sacred books.

Brackets used on the title-page are not to be followed on cards, as brackets on cards indicate matter supplied. For brackets on the title-page parentheses are *generally* the best substitute.

*d Quotation marks.* Use quotation marks when given on the title-page.

*e Marks of omission.* Use ... to indicate omissions from the title. For exceptions see section 15f below. The ... take the place of a period, comma, colon or semicolon which would otherwise be used.

*f Alternative title.* In the case of an alternative title use a semicolon after the first title, and a comma after "or" (or its equivalent) before the following title; e. g. *Twelfth night; or, What you will*.

Exception: In the case of two works published in the same volume with a common title-page, on which one or both titles have alternative titles, use a comma before "or" and a semicolon between the two complete titles; e. g. *Twelfth night, or What you will; All's well that ends well*.

Similarly in other places it is sometimes desirable to modify the regular rule to meet unusual conditions.

*g Subtitle.* In the case of a subtitle (for definition see *A. L. A. rules*, pref. p. 16) a colon should generally be used to separate from the main title; e. g. *Talks on economics: a series of lectures delivered in Boston 1898-1899*.

A subtitle (which really stands in apposition with the main title in its character as a title) should be carefully distinguished from a word or phrase in apposition with a name or other term in its individual significance, which takes the regular comma punctuation; e. g. in *The Master of Ballantrae: a winter's tale*, we have as the second phrase a subtitle, explaining *The Master of Ballantrae* as the title of the book; in *Lamarck, the founder of evolution* we have an appositive phrase characterizing Lamarck as an individual.

**6h-7**

*h Statement of edition etc.* A statement regarding the edition or translation, etc. is generally best separated from what precedes by a semicolon, even though the use of brackets results in double punctuation.

*i Imprint.* In the imprint, except in those cases where it would result in double punctuation, use a comma between the name of the place and the publisher, between the publisher and the date and between the imprint date and the copyright date.

*j Double punctuation.* In general avoid double punctuation but use when necessary for clearness; e. g. the period ending an abbreviation may sometimes be followed by a comma when the abbreviation occurs in a series of items. The period ending an abbreviation would also be used in combination with a question mark, an exclamation point, curves, brackets or quotation marks, and in connection with the last of these, the period would be used at the end of a group. The comma should be used in inverted headings to show the inversion, even if followed or preceded by brackets; e. g. Shakspeare, [William] or [Craik], Mrs Dinah Maria (Mulock). When a name ends with a bracket or curve and is followed by some title or explanatory term etc. the bracket or curve is sufficient without the comma; e. g. Russell, W[illiam] H[enry] ed. or Brassey, Annie (Allnutt) baroness. Brackets or curves used in a heading before a subhead should be followed by a period; e. g. New York (state). Governor; also a bracket or curve ending an author's name in an analytic reference.

**7 Extension cards.** When an entry is too long to be written on a single card, additional cards are to be used and numbered 2, 3, etc. at the top edge in the center of the card. Continue the entry on the top line of the additional card, indenting as though continuing on the previous card.

On each additional card give in the regular place the call number of the previous card. If there is more than one call number, as in the case of added editions, give on the additional card the call number of the special entry that is carried over.

Near the right edge of the card *from* which the entry is carried over, stamp on the next to the bottom line: See next card.

Tie all cards of the entry together.

On the back of each additional card in the lower left corner when it is tipped forward as for tracing (see section 27 below), give briefly sufficient of the beginning of the entry to be able to restore the card readily if it becomes untied and misplaced. The

tracing for added entries, the accession number and the signature are to be given on the first card, not on the additional cards.

It is better to write even on the last line of the card if by so doing the use of an additional card may be avoided.

**8 Revision.** # means "more space."

○ means "draw together."

[ or ] means "move over toward the open face of the bracket."

It is neither expected nor advised that corrected cards be copied.

**9 Arrangement of cards.** Hand in all cards for each book together, with the author card on top. Except when otherwise directed arrange the sets of cards in the filing tray, alphabetically by the initial of the author's name.

**10 Amount of work required.** No definite number of books is required but it is expected that each student will spend four hours on the assigned work.

**11 Volumes tied together.** If volumes are tied together they should be returned to the classwork shelves in the same condition, as it is important for each one who catalogs the set to have all the volumes.



## AUTHOR ENTRIES

As the author is naturally thought of as the starting point of the book, so the author entry or author card is regularly the starting point in the cataloging and is regarded in most cases as the main entry.

**12 Purpose.** This card is arranged (or filed) in the catalog, alphabetically by the author's name, for the use of the reader who is looking up the work from that standpoint.

**13 Form.** The regular form of author entry consists of author heading, book title, imprint, collation and call number.

For definitions see *A. L. A. rules*, pref. p. 13-16, noting specially: Alternative title, Author entry, Collation, Date, Entry, Heading, Illustrations, Imprint, Main entry, Plate, Printer, Subtitle, Title, Title-page, Volume.

## Sample of author card

(This and following samples are reduced from cards 7.5x12.5 cm. The change in size has made it difficult to represent exactly such details as indentation and spacing. In case of variation from the directions given the latter should be followed.)

821	Moore, Thomas.
M824	Complete poetical works ... with explanatory notes and biographical introduction; [standard library ed.] N.Y. Crowell [c1895] 800p.port.20cm.



**14 Author heading. a Form.** For choice of heading for different classes of writers specific directions are given in the *A. L. A. rules*, but for a large proportion of books the author heading consists of the author's surname, followed by his given names. The usual form of entry for a married woman is her husband's surname, the term Mrs, her own given names, and in curves her maiden name; as, Ward, Mrs Elizabeth Stuart (Phelps).

For scholarly bibliographic work it is customary to use, with occasional exceptions, the most complete and exact form of name which can be found.

For libraries which lack the reference material or the time to furnish such information an acceptable practice is to use the best known form or the fullest form familiar or easily available, a policy which is not only economy for the cataloger, but a convenience to many of the readers, by whom the shorter form of name is more easily recognized, but whatever the general policy it is important that the same form should be used for all works of the same author.

*b Titles of honor, etc.* For the use of titles of honor, distinguishing designations, etc. see *A. L. A. rules*, 35-37.

The following list indicates titles used in the school work and shows whether prefixed or affixed, also those which begin with capitals. Titles affixed are separated from the name by a centimeter space.

<i>Prefixed in headings</i>	<i>Affixed in headings</i>
Adm.	abbé
Capt.	abp
Gen. (for all military officers with a title including General)	bart (and all hereditary titles)
Gov. (when necessary)	bp
Mme	card.
Maj. (when necessary)	D.D.
Mrs	jr
Rabbi	M.D.
Rev.	pope
Sir	pres. of U. S. (and corresponding titles for foreign rulers)
	st

For the use and position of the titles "Lady" and "Lord" see *Cutter*, 214 and 216. When used as affixes they are not to be capitalized.

Roman numerals are to be used after names of rulers and popes in headings.

*c Form for class work.* For class work use the form on the stenciled list of books to be cataloged, including such professional titles and titles of honor as are there given (M.A. Ph.D. etc. never being used). A title *following* the author's name should be separated from it by a comma (unless the name ends in an abbreviation, calling for a period, or unless it ends with a bracket or curve) and by one centimeter space in handwriting or by four typewriter spaces. Brackets are to be used around such parts of the actual name as do not appear on the title-page, but not around the *titles* listed above, under 14b. (See also section 6c.)

*d Incomplete names.* If only initials for the given names are furnished on the list of books, sufficient space should be left between the initials, on the catalog cards, to allow for a name of average length, as in the actual work in a library names are often found later and filled in.

*e Position.* Write the author's name on the top line of the catalog card, beginning at the outer vertical line. If the name

**14e-15c**

runs over the line begin subsequent lines one half centimeter (two typewriter spaces) to the right of the inner vertical line.

Indentation at the outer vertical line is sometimes designated as outer (or first) indentation; that at the inner vertical line as inner (or second) indentation.

**15 Title. a Position.** Begin the title on the line following the author's name, indenting to the inner vertical line. When the title runs over the line begin subsequent lines at the outer vertical line.

**b Fulness and wording.** The title should be copied exactly from the title-page, except for the omission of mottoes, professional titles, titles of honor, and any other matter not essential because it is either unimportant or is sufficiently accounted for elsewhere on the card. (See *A. L. A. rules*, 136 and *Cutter*, 221-23, 226, 235-36, 239.)

**1 Class work.** In the first part of the cataloging course the title-pages are marked for length of title for the main card and the subject cards. For other cards students are to use their own judgment.

Checks on the title-page are used as follows:

( ) means "omit from the title on all cards."

[ ] means "omit from the title on the author card but include on subject cards."

**2 Variations in different volumes.** If title-pages of different volumes of a work differ follow the first unless much the larger part of the set is under another title.

**3 More than one title-page or titles in more than one language.** For works with more than one title-page or with titles in more than one language see *A. L. A. rules*, 144-46.

**c Edition.** The statement of edition is to be given in the main entry and on subject cards as a part of the title, preceded by a semicolon (unless there is special reason for some other punctuation, e. g. three dots) and is to be written as on the title-page except that abbreviations may be used as indicated in *A. L. A. rules*, p. 62-64. (See *A. L. A. rules*, 148 and *Cutter*, 254-56.)

**1 Abbreviations.** It is sometimes better to write in full the words for which abbreviations are given, e. g. if the word for such abbreviation is coordinate with other words for which abbreviations are not given, if it would not be clear to the reader whether the abbreviation represented a noun or an adjective, or if it is the last word. Also confusing combinations of abbreviations should be avoided; e. g. instead of "American ed. ed. by" it would be better to write "American edition, ed. by."

**2 Brackets.** Brackets should be used if the statement of edition is furnished from any other source than the title-page or if it is transposed from the title-page arrangement, e. g. in cases where it is printed at the head of the title-page.

**3 Inclusion of names of editors and translators.** For fulness of names see section *f* below.

In full cataloging, names of editors and translators are generally included in the title on the main card and subject cards. In small libraries they may

15c-f

sometimes be omitted, especially on the author card, but should be included for books of which different editions are likely to be brought out by different editors, translators etc. In small libraries the editor etc. might often be omitted from the *author* card when a book is not likely to appear in different editions by different editors or translators, but even in such cases might be desirable on the subject card, as the name of an editor who was an authority on a subject would lend weight to a book when the author might be comparatively unknown.

**4 Different editors for different volumes.** When editors for different volumes of a set differ, their names should be given in a note, or in contents for the respective volumes, and the editor card should specify in the collation and call number the distinct volume or volumes covered. (See *A. L. A. rules*, 149.)

**d Author's name.** Generally the author's name, being given in the author heading, may be omitted, but occasionally it is an integral part of the title and must be retained; e. g. *From day to day with Kipling*; *Shakespeare for recitation*.

**e Initial article.** (1) Omission. In order to bring into prominence the more important word, omit in English titles the initial article (i. e. the article at the beginning of a title) unless necessary for sense or sound. Never omit the article in foreign languages, or at the beginning of an alternative title, or in the midst of a title or when needed to balance the article belonging to a later noun, as *The rose and the ring*.

(2) Article in curves. When the initial article is retained inclose it in ( ) on all cards where the title is likely to be used in alphabeting the cards, and disregard the article in alphabeting.

This rule for the use of curves around the initial article applies to author cards, subject cards, title cards and cards for editors, translators etc., and is a help to the person filing the cards, specially in the case of foreign titles, where the article might not be recognized as such by a person unfamiliar with the language. The practice is also useful to the person consulting the catalog, since it brings into greater prominence the first distinctive word of the title when this can not be satisfactorily done by omitting the article, as directed above. The rule does not apply to titles in the separate entries on series cards, nor in contents, in series notes, in miscellaneous notes, nor inside the ( ) inclosing an analytic reference, as in these cases the title does not affect the filing of the card.

**f Omissions, and fulness of names.** On the main card and on subject cards (and on all other cards except at the end of the title) omissions should be indicated by ... which take the place of a period, comma, colon or semicolon which would otherwise be used. Do not use ... for the omission of the initial article, the serial number for annual reports etc., the author's name, nor for professional titles or titles of honor or other information regarding

**191-k**

**authors, editors, translators etc.** When names of authors, editors etc. are given in the title on the cards, if a single forename is printed on the title-page write it in full, if more than one forename is printed use initials, without the ... to indicate the omission of the fuller form. Do not use a fuller form than is printed on the title-page. In exceptional cases, e. g. when the name used in the heading is repeated in the title or when the individual referred to is so distinguished that the use of his forenames is unnecessary for his recognition, these may be omitted and ... used instead. This applies also to *parts* of names of corporate bodies. Forenames are not to be shortened for the *subject* of a book but may sometimes be omitted and ... used instead, except at the beginning of a title, when they should always be written as on the title-page. The title of a picture on the title-page, parts of seals, coats of arms, etc. are not parts of the title of the book and should not be represented by ...

In the most exact bibliographic work, the ... are used to indicate all omissions from the title. In many libraries where bibliographic exactness is of less importance than is economy of time, the indication of omissions is entirely disregarded. The exceptions noted above are intended to provide a rule easily applied, for omissions too slight to seem worth indicating and for many of those which are satisfactorily accounted for elsewhere on the card. Many other omissions fall under this last specification, e. g. the word "illustrated," but such phrases as "with numerous illustrations," and constantly varying degrees of description give rise to so many questions as to whether the fact is *sufficiently* accounted for elsewhere that it has seemed best to limit the exceptions to those specified above, about which there is very seldom any doubt.

For treatment of rare books see *A. L. A. rules*, 137.

**g Additions.** Any additions needed to make the title clear should be supplied in brackets (See *A. L. A. rules*, 139-40.)

The omission of the author's name from the title sometimes requires the supplying of the corresponding pronoun; as [his].

**h Spelling.** Follow exactly the spelling of the title as given on the title-page. Indicate mistakes in spelling by ... under the incorrect letters. (See *A. L. A. rules*, 138.)

**i Modified vowels.** Write the German modified vowels with the umlaut or with the e, as given on the title-page.

**j Accents.** Supply correct accents for French and Greek words when omitted from the title-page but if incorrect accents are printed treat as mistakes in spelling.

**k Numerals.** For numerals occurring in the title, in general use arabic figures; but for cardinals below 10, and for either cardinals

15k-16b

or ordinals (adjective numerals) at the beginning of the title, and for the designation of popes, rulers etc. follow the form on the title-page. When arabic figures are used on the title-page they should be retained on the cards, even if they begin the title.

*1 Capitals and punctuation.* See sections 3 and 6 above. The title should be in a single phrase or series of phrases, so punctuated as to form a unit; i. e. final punctuation, generally the period, should not, except for abbreviations, be used until the end of the title, so far as this is given on the cards.

As on many title-pages the punctuation is wholly or largely lacking and must be supplied, there is little advantage in the case of other titles in following the title-page punctuation, except for exact bibliographic work. For class work, therefore, give the title as a single phrase or combination of phrases, thus producing in general a more pleasing result than the fragmentary effect likely to come from the attempt to retain in solid paragraph form the punctuation originally planned for the ends of lines in title-page arrangement.

**16 Imprint.** The imprint forms a group, consisting on the main card and on subject cards, of place, publisher and date, written one centimeter (four typewriter spaces) after the title. On other cards use for the imprint only the date.

*a Spacing.* Leave sufficient space between the items to make each distinct, but not enough to break the unity of the group; e. g. N.Y. Harper, 1871; not N.Y. Harper, 1871, nor N.Y. Harper, 1871,

*b Place.* Write the place of publication in the language in which it is given on the title-page, using abbreviations given in the following list. If the place is not well known or if in the case of several places having the same name there is likely to be uncertainty as to which is meant add the abbreviation for the state, using brackets if the name is not given on the title-page.

**1 More than one place.** If more than one place of publication is given on the title-page use the first unless another, usually distinguished by position or type, is known to be the actual place of publication, in which case this place is to be preferred. If the book is published abroad in a place not standing first in the imprint (as determined above) and the imprint includes an American place of publication give this in addition; if there is more than one American place, give the preference to New York or Boston. (For illustrations and fuller treatment see the Library of Congress supplementary rule in *A. L. A. rules*, p. 47-48.)

**2 Different volumes in different places.** When different volumes of a long set are published in many different places write in the imprint: Various places. If not more than two or three places are mentioned they may be specified in the imprint; as, v. 1-3, Bost. Roberts, 1894; v. 4, N.Y. Putnam, 1896; or the first place may be given in the imprint and variations mentioned in a note.

## 16b-c

**3 Place not given.** If the place of publication is unknown, write: No place; if the name of the place is not given on the title-page but is known from some other source give the name in brackets.

**4 Abbreviations for places of publication.** Use the fuller forms in cataloging; the shorter forms are given only for use in the accession and other official records. Use for all languages when the equivalent name contains these letters. Use also the common abbreviations for the states.

Albany	Alb.	London	Lond. or L.
Amsterdam	Amst.	Lugduni Ba-	
Baltimore	Balt.	tavorum	Lug. Bat.
Berlin	Ber.	Milano	Mil.
Boston	Bost. or B.	Milwaukee	Milw.
Braunschweig	Brns.	Munchen	Mün.
Cambridge	Cambr. or Cb.	New Orleans	N.O.
Chicago	Chic. or Ch.	New York	N.Y.
Cincinnati	Cin.	Oxford	Ox.
Copenhagen	Copng.	Paris	Par. or P.
Dublin	Dub.	Philadelphia	Phil. or Ph.
Edinburgh	Edin. or Ed.	St Louis	St L.
England	Eng.	St Petersburg	St Pet. or St P.
Firenze	Fir.	San Francisco	San Fran. or
Glasgow	Glasg. or Gl.		S. F.
Göttingen	Got.	Stuttgart	Stut.
Kjøbenhavn	Kjob.	United States	U. S.
Leipzig	Lpz.	Venice	Ven. or V.
Leyden	Ley.	Washington	Wash. or W.

**c Publisher.** Separated from the name of the place by a comma (unless the name of the place is abbreviated or unless brackets are used) write the name of the publisher in the language in which it is given on the title-page. Give only the surname for well-known firms, e. g. Harper. Give two surnames if they are hyphenated or if you know of two firms having the same first surname. For an impersonal firm, e. g. New Truth pub. co. generally give the full name, using common abbreviations. For firms having a very common surname or for little known firms having the same surname as the author use secondary fulness for forenames. (For explanation of secondary fulness see section 24b below.)

**1 List of publishers.** For a list of publishers, with abbreviations, see the *A. L. A. catalog*, pt 1, p. 13-21. References in that catalog are not for forms to be used in cataloging, but for convenience in ordering; e. g. with the references "Clarendon, see Oxford university press," and "Westerman, see Lemcke & Buechner," the books should be cataloged with Clarendon and Westerman respectively as publishers, as on the title-page, but orders for the books should be sent to the Oxford university press and to Lemcke & Buechner.

**2 Two or more publishers.** In the case of two or more publishers follow by analogy the direction for two or more places of publication, given above as section 16b, note 1.

## 16c-d(2)

If a publisher not given first on the title-page is much better known, his name with the corresponding place of publication may be substituted for the place and publisher standing first on the title-page.

**3 Author vs printer.** If a book is issued by a printer for a society, institution, individual author or the like, usually consider the author or society, etc. as the publisher; e. g. "pub. by the author"; "pub. by the society", or if preferred give the name of the author or society. Use the name of the printer or the press only when doubtful of the responsibility of the author or society. If the name of the printer is used give after it the word "printer" (unless the relation is indicated in some other way) bracketing such information as is not given on the title-page.

**4 Privately printed books.** For privately printed books see *A. L. A. rules*, 154.

**d Date.** Follow the publisher's name (unless ending in an abbreviation or unless brackets are used) by a comma, and give the date of imprint. Give in *arabic* figures the date found on the title-page, unless the form of that date is characteristic of a special edition or otherwise worthy of note.

For dates other than those of the Christian era see *A. L. A. rules*, 155. For treatment of false dates see *Cutter*, 269.

(1) Different volumes with different dates. When different volumes of a set were published at different times, give inclusive dates, using for the second only the last two figures, unless the century changes; e. g. 1894-96, but 1898-1901.

If the date of v. 1 is later than the first date, this fact may be indicated in curves after the inclusive dates; as, 1908-14 (v. 1, '14).

(2) Substitutes for imprint date. When there is no imprint date, unless the date of publication is known from some other source give the copyright date (generally found on the back of the title-page), preceded by a superior c, and bracketed (except in the few cases when found on the title-page). When there is neither imprint nor copyright date give in brackets the date of preface or introduction etc. e. g. [pref. 1898] or [introd. 1903]. When no definite date is found use an approximate date if possible; e. g. [189-] or [19-]. If not even the century is certain use n. d., meaning no date, unless the work was clearly published so near the beginning of the century that an approximate date can be assigned. If a date, either exact or approximate, is merely probable and not certain use a question mark; e. g. [1903?] or [190-?].

Such phrases as "Entered in the clerk's office for the southern district of New York" have the same significance as the present copyright statement and should receive the same treatment.

When no copyright date is given but a statement is made of the original date of publication or the date of the first edition, this may be given in a note.



## 16d(3)-17f

(3) Copyright date differing from imprint date. If the copyright date differs from the imprint date give it in addition to the imprint date. Unless the copyright date is of a different century from the imprint date give it in abbreviated form as shown below. If there is more than one copyright date give the extreme dates, connected by a dash and writing the last in full only if the century changes.

- (4) Examples: 1906 [c1894]      1905 [c1893-1901]  
                   1906 [c'03]        1902-04 [c'02-03]  
                   1905 [c'01-05]    1897-1903 (v. 1, '03) [c1895-1900]

17 Collation. *a Definition.* See *A. L. A. rules*, pref. p. 13.

*b Arrangement.* See *A. L. A. rules*, 158.

*c Position.* The collation, constituting a separate group, is written one centimeter (four typewriter spaces) after the imprint.

*d Fulness.* Give full collation on only the main card and the subject cards. On other cards give as collation only the number of volumes when more than one.

*e Volumes.* Give in arabic figures the number of volumes, in all entries where more than one volume is included. If the number of volumes as given by the publisher differs from the number as bound give first the publisher's number followed by the number of bound pieces; e. g. 2v. in 1; 3v. in 2; 3v. in 6. On the main card and all subject cards follow this method, but on other cards give the item only when the bound work contains more than one piece. In that case give as on the main card. (See also note under f(4) below.)

*f Paging.* For works in one volume generally give, using arabic figures, the final main pagination as the publisher has given it.

By "final main pagination" is meant the last page number used by the publisher in the continuous numbering of the principal group of pages. This *generally* includes the index.

For a more detailed and exact method of recording the paging see *A. L. A. rules*, 160, and on p. 51 of that code the Library of Congress supplementary rule.

(1) Last numbered page a verso. If the last numbered page is a verso (i. e. the lefthand page) and there is printing on the following recto (righthand page) which is clearly a continuation of the preceding or if in the case of a separate list, table of contents, etc. (most frequent in French books) there is strong evidence that if the pages had been numbered they would have continued the

previous paging, add to the publisher's final paging the number of pages which you think would have been included in the continuous paging if they had been numbered.

(2) Last numbered page a recto. If the publisher's last numbered page is a recto and there is merely a printed verso accept the publisher's paging unless the verso contains matter to which it is desirable to refer by page number in a note or in the contents. In this case the page number of the verso should be included in the pagination given in the collation.

(3) Misprints. If there is obviously a misprint the correct paging should be given in the collation in brackets, and the misprint mentioned in a note.

(4) More than one important group. If a book is made up of two or three groups of paging (not preface, index or appendix paging) which seem to be equally important, give each final pagination, connecting the groups by +, as 232+250+193p. If there are more than three such groups write v.p. meaning various paging.

If the groups are designated by the publisher as volumes 1, 2, etc. or as parts 1, 2, etc. or simply numbered without any such term as volumes or parts, regard as a case of 2v. in 1, 3v. in 1, etc. (See section *e* above.)

(5) Inclusive. If the publication in hand is only part of a work, being either leaves taken out of the original work or a reprint of some part, retaining the original paging, give the inclusive paging, as p. 127-53.

(6) Supplied or corrected page numbers. In any case where a page number (either for inclusive or final pagination) used on the card is not given on the page in the book it should be bracketed.

(7) Leaves. If leaves instead of pages are numbered write f. (for folios) instead of p.

(8) Columns. If columns instead of pages are numbered give the number of columns, and in brackets the number of pages, e. g. 388 col. (194p.)

(9) Numbering omitted. If numbering is omitted write Unp. (meaning unpagged) in the place for pages, except that for very thin or for very rare and valuable books, the pages may be counted and the actual number given in brackets.

(10) Volumes paged continuously. If a work in more than one volume is paged continuously both the number of volumes and the final paging may be given (e. g. 2v. 560p.) and a note added: Paged continuously.

*g Illustrations.* Use only the following terms in describing the

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illustrations of a book. Give in this order and use these abbreviations. Disregard plural forms except for words not abbreviated.

illus.	map, maps	tab.
pl.	plan, plans	diagr.
port.	facsim.	

(1) Colored illustrations. When the coloring of illustrations distinctly adds to their value, prefix col. to the other specification of the illustrations.

(2) Few illustrations. Do not say illus. or pl. when a book has only a frontispiece or two or three unimportant pictures.

(3) Portraits. Specify a single portrait if it is of the subject of a biography, and in other cases when it is so related to the subject of the book as to add to the value of the collation. Specify also a single portrait when it is of the author and is contained in a book to the subject of which a portrait would not naturally be related, so that its relation to the author may be inferred, as in collected writings or in separate works in literature.

(4) Maps. Specify maps, either in the text or separate, in histories and all other books where they have any significance. When a map is not bound in, but is in a pocket inside the book cover, add a note; as, Map in pocket.

(5) Number of illustrations. Give the number of plates, maps etc. when easily ascertained.

(6) Plans, tables, diagrams. Do not mention plans, tables or diagrams except when numerous or important.

(7) Mention in title. Specially notable illustrations may sometimes be mentioned in the title, the name of the illustrator being given, but it is better to note them also in the collation, where the record would regularly be expected.

(8) Fuller specifications. For more detailed specifications see *A. L. A. rules*, 161 and on p. 52-53 of that code the Library of Congress supplementary rule.

(9) Definitions. For definitions of illustrations and plates see *A. L. A. rules*, pref. p. 15. The following definitions for the other specifications are taken from the *Century dictionary*.

Diagram: An illustrative figure giving only the outlines or a general scheme (not an exact representation) of the object; a figure for ascertaining or exhibiting certain relations between objects under discussion by means of analogous relations between the parts of the figure.

Facsimile: An exact copy or counterpart; an imitation of an original in all its proportions, qualities and peculiarities.

## 17g(9)-h(2)

**Map:** A drawing upon a plane surface representing a part or the whole of the earth's surface or of the heavens, every point of the drawing corresponding to some geographical or celestial position, according to some law of perspective etc. which is called the projection or, better, the map-projection.

**Plan:** The representation of anything drawn on a plane, as a map or chart; specifically, the representation of a building or other structure in horizontal section, as it stands or is intended to stand on the ground, showing its extent and the division and distribution of its area into apartments, rooms, passages etc. or its method of construction and the relation of its parts.

**Portrait:** A picture of a person, drawn from life, especially a picture or representation of the face.

**Table:** (a) An arrangement of written words, numbers or signs, or of combinations of them, in a series of separate lines or columns; a formation of details in relation to any subject, arranged in horizontal, perpendicular or some other definite order, in such manner that the several particulars are distinctly exhibited to the eye, each by itself.

(b) A synoptical statement or series of statements; a concise presentation of the details of a subject; a list of items or particulars.

**h Size.** Give the height of the book in centimeters, exact to one-half centimeter. (See *A. L. A. rules*, 164.)

A book is *narrow* if the width is less than three-fifths the height.

A book is *square* if the width is more than three-fourths the height.

A book is *oblong* if the width is more than the height.

In these cases give both dimensions; as, 13x16cm. (height first, width second). Measure the width from the hinge to the edge, not including the round.

Use the Cole size card, to determine proportions.

(1) Variations in a set. When the volumes of a set differ in size, if a large part of the volumes are of the same size give this as the size of the set, specifying in curves the exceptions; as, 7v. illus. pl. 25cm. (v.6, 24cm.); but if a large proportion of the volumes vary, specify for the distinct volumes; as, 7v. illus. pl.; v.1-2 and 6, 24cm.; v.3-5 and 7, 25cm. If there are so many variations that a detailed statement would be undesirably complicated give only the extremes of the sizes; as, 30v. port. 22-25cm., unless the difference in size is so great as to divide the set on the shelves, in which case a more specific statement should be made; as 25v. pl. maps, 24-30cm. (v.16 and 21-25, 26-30cm.)

(2) Atlases and portfolios. If volumes of a set are accompanied by an atlas or portfolio of the same size, give e. g. 76p. illus. and

**17h(a)-18**

portfolio of 45pl. 35cm.; but if it is of a different size, give e. g. 2v. illus. pl. 26cm. and atlas, 29x27cm.

(3) Oversize volumes. For treatment when the difference in size necessitates separation on the shelves see also 18*d* below.

**18 Call number.** *a Definition.* The description of the book as called for above is for the publication as issued from the press. The call number, i. e. the number by which the book is called for, is the connecting link between the entry on the catalog card, and the book as shelved in the library. In most libraries it consists of the class number, showing the class or subject of the book, and the book number, i. e. the number assigned to the individual book within the class. Thus for Fiske's *History of the United States*

the call number is <sup>973</sup><sub>F54</sub>, the subject (United States history) being indicated by 973, which is the Decimal classification number for that subject, while the individual book in the class is distinguished by F54, a combination representing Fiske, taken from the Cutter-Sanborn author table.

*b Class work.* For class work the call number for each book is given in the left margin of the list of books to be cataloged. Write the call numbers in black ink, close to the left edge of the card, the class number on the top line and the book number directly under it and as close to it as can be done without making it look crowded, in order that the two together may appear as a unit. In fiction, in accordance with the practice of many libraries, no class number has been given, the book number alone being used as the call number. In these cases give the book number on the top line, in the place generally occupied by the class number.

Many libraries give the call number in red or some other distinctive color.

*c Letters.* In the call numbers all letters should be printed except k (to distinguish from capital K) and l and q (to distinguish from the figures 1 and 9).

*d Variations in call numbers for a set.* When part of the volumes of a set, or an atlas or a portfolio so differs in size as to be shelved apart from the rest of the set give in its regular place the call number for the first or principal part of the set and in a note the exceptional volumes with their own call number; e. g. supposing the main call number for the book to be <sup>920</sup><sub>M45</sub>, with v. 16 and

21-25 oversize, give in a note: Call no. for v. 16 and 21-25: <sup>920</sup><sub>qM4</sub>

or in the case of a set with the call number <sup>759,</sup>  
R24 with an over-

size portfolio, give as a note: Call no. for portfolio: <sup>759.</sup>  
qR2

If a distinctive color of ink is used for the call number the colon may be omitted before the call number in the note.

For an alternative treatment of atlases and portfolios, on the plan of added editions, see section 117 below.

**19 Accession number.** The accession number is the number given to a book in the order of its addition to a library and is the key to the chronologic record of additions. In the books to be cataloged it is given at the bottom of the first recto after the title-page. As a convenient connecting link between records it should be noted on the main card for each book, but being only for official use should be given on the back of the card.

All records on the back of the card should be so written as to be easily read by tipping the card forward when locked into the drawer. For the accession number turn the card forward from the top and write the number across the end, in what is then the lower left corner. For illustration see sample card under section 27c below.

*a More than one volume or copy.* When the work is in more than one volume or the library has more than one copy, accession numbers are to be given in the following form:

5360 v. 1	14614 cop. 1
5361 v. 2	14615 " 2
(or)	(or)
5360-61 v. 1-2	14614-15 cop. 1-2

It is *necessary* to use the first of these forms when the accession numbers are not consecutive, and that form is preferable even when not necessary, as it facilitates a change in the record if a book is lost or withdrawn from the library.

**20 Signature.** Sign *each card* with your name or the special abbreviation given you for class work, writing the signature on the back of the card directly under the hole when the card is tipped forward (see sample under 27c).

In regular cataloging it is sufficient to sign the main card only as a clue to responsibility.

## SUBJECT ENTRIES

**21 Purpose.** Some books, generally complete or partial collections of an author's writings, need only an author card, but as readers are quite as likely to be looking for material on a special subject as for the works of a special writer, those books which treat of a special subject should also have an added entry (for definition see *A. L. A. rules*, pref. p. 13) filed under the word or phrase indicating the subject. Such cards are called subject cards or subject entries. When a book is valuable for its treatment of more than one subject, a separate subject card should be made for each.

**22 Form.** These cards are in most respects like the author cards, the chief differences being the addition of the subject heading and the fulness of the author's name.

## Author card

973.3	Trevelyan, Sir George Otto,	bart.
T81	American revolution; new ed...	N.Y.
	Longmans, 1905(1898-1905)	3v.maps,21cm.



## Subject card

973.3

T81

U.S. HISTORY. REVOLUTION, 1775-83.

Trevelyan, Sir G. O. bart.

American revolution; new ed. . . . N.Y.

Longmans, 1905; 1898-1905) 3v. maps, 21cm.



**23 Subject heading. a Color and position.** Write the subject heading in red ink on the top line, beginning at the second indention; i. e. the inner vertical line. If the heading runs over the line indent subsequent lines one half centimeter (two typewriter spaces) further to the right.

Throughout this bulletin red ink headings and references are printed in small capitals.

**b Choice of headings.** Subject headings to be used in class work are given on the lists of books to be cataloged, but their use may be better understood through the following brief statement of principles governing their choice, for which the *A. L. A. list of subject headings* has served as the guide.

That term should be used as the subject heading for a book which most clearly and specifically expresses the contents of the book, as determined by a study of the title-page, preface, introduction, table of contents, or the book itself.

In choosing between synonymous headings preference should be given to the term (1) most familiar to the users of the library, (2) most used in other catalogs, (3) with fewest meanings other than the sense in which it is to be employed, (4) which brings the subject into the neighborhood of other related subjects.

**c Spacing.** (1) When a heading is in more than one part, separated by a period, leave a slight space (one-fourth centimeter in hand work, or one typewriter space) between the parts; i. e. between the main heading and the subhead, or between subheads.

In some libraries subheads are distinguished from the main heading by underlining, or are separated from it by a dash instead of a period.



**23c(2)-24b(1)**

(2) When the subject heading is a personal name which has an affixed title, to be followed by a subhead, the customary centimeter space before the title should be omitted, in order to make the personal designation appear more as a unit; e. g. WASHINGTON, GEORGE, PRES. OF U. S. BIBLIOGRAPHY.

*d Abbreviations.* Abbreviations should be used in the *heading* on the face of the card only in exceptional cases; e. g. U. S., the name of the state in which the library is located, the names of other states when following the names of places, and professional titles and titles of honor.

**24 Author's name.** *a Position.* On the line below the subject heading write the author's name, using the same indentation as on author cards.

*b Fulness of author's name.* On the author card the author's name is the first consideration and either the full form or the fullest well-known form is desirable, for purposes of identification, chiefly with a view to distinguishing authors of the same surname.

On the subject card the subject heading is the first consideration, and the author is secondary. Consequently a shorter form of name may often be used. The form used on subject cards is commonly designated as being of "secondary fulness" or "subject fulness." This generally consists of the author's surname (as on the author card) followed by the forename written in full when the author has only one, but by the initials of the forenames when the author has more than one. Titles of honor, etc. are used as on the author card.

The form used on the subject card should always correspond to the form on the author card. The forms specified above are those commonly used for secondary fulness, but for a small library it would generally be practicable to use only the initial when the author has but one forename, or even in a very small library to use for secondary fulness only the surname.

(1) Family names. The maiden name of a woman who is entered under her married name is written in full on *all* cards and inclosed in ( ). Also all surnames acquired by marriage and the family names of noblemen who are entered under title are written in full on all cards.

## (2) Examples of author vs secondary fulness:

<i>Author fulness</i>	<i>Secondary (or subject) fulness</i>
Washington, George, U. S.	pres. of Same
Allen, James Lane	Allen, J. L.
Beaconsfield, Benjamin Disraeli, 1st earl of	Same
Macaulay, Thomas Babington Macaulay, 1st baron	Macaulay, T. B. Macaulay, 1st baron
Cooke, Mrs Rose (Terry)	Same
Oliphant, Mrs Margaret Oli- phant (Wilson)	Oliphant, Mrs M. O. (Wilson)
Parsons, Mrs Frances Theodora (Smith) Dana	Parsons, Mrs F. T. (Smith) Dana

**25 Title.** *a Position.* Begin the title on the line following the author's name, indenting as on the author card.

*b Length.* The title on subject cards may vary in length from that given on the author card; usually in case of difference it will be longer.

For title-page checks see section 15b, note 1, above.

The title may vary in length on different subject cards. It should always retain the information which is of value in connection with the special heading under which it is filed.

*c Other details.* Follow the rules for title on the author card.

**26 Imprint, collation and call number.** Give as on the author card.

**27 Tracing.** *a Definition.* Tracing is the term used to cover the indication of entries made for a book. In its most common application it refers to the abbreviations or signs given on the main card to show the added entries, in order that all the cards for a book may be readily found if it becomes desirable to remove them from the catalog for correction or any other purpose.

*b Form.* The clearest form consists of entry words (see *A. L. A. rules*, pref. p. 14) for added entries, or of some term referring to the kind of card. For subject entries both the exact main heading and subheads should be given, to insure the easy finding of the card. For other added entry cards some indication of the kind of card is often quite as clear and at the same time shorter than the entry words, but the latter should always be used when necessary in order to make clear the heading designated. Perfectly obvious


**27b-c**

abbreviations may always be used. Some of the most common abbreviations for this purpose are:

an	(for analytic)
comp	( " compiler)
ed	( " editor)
illus	( " illustrator)
jt auth	( " joint author)
part t	( " partial title)
ser	( " series)
t	( " title)
tr	( " translator)

*c Position.* Trace added entries on the back of the main card. Tip the card forward so that the hole for the rod to run through will be at the top of the card. Write the tracing for other cards toward what will then be the lower right corner. See the sample below for the tracing of several added entries.

**Sample of back of card**

		 Stn
		U. S. Hist. War of 1812
		Sea power
		ed
		jt auth
		ser
		t
		Hall, J. M. (auth an)
v. 1 v. 2  6237 6238		

## SUBJECT REFERENCES

**28 Definition.** A "reference," as defined by the *A. L. A. rules*, is "a direction from one heading to another," and is to be distinguished from an "entry," which is "the record of a book in a catalog or list."

**29 Purpose.** References are designed to serve as connecting links between synonymous or related terms, and are of two kinds, "see" and "see also" references.

Either form may properly be made *from* a heading, even when there are no entries under that heading, but references should never be made *to* a heading under which no card will be found.

**30 "See" reference.** A reference from a term under which a reader might look, but which the cataloger does not intend ever to use as a heading, to the term which has been chosen to cover books on that topic; e. g. POLITICAL ECONOMY, see ECONOMICS.

1 The "see" reference is generally used for synonymous terms, or for terms so nearly synonymous that it is not worth while to try to separate the material.

2 For an alternative form see note 3 under 31 below.

**31 "See also" reference.** A reference from a term which the cataloger has used, or expects to use when the library has material to which it applies; e. g. ECONOMICS, see also BANKS AND BANKING; FACTORY SYSTEM; MANUFACTURES.

1 "See also" references are made from general subjects to their subordinate subjects, but not to their own subheads; e. g. ECONOMICS, see also BANKS AND BANKING; but *not* ECONOMICS, see also ECONOMICS. PERIODICALS; they are also made from subjects to related coordinate subjects and to illustrative subjects.

2 In general the lists of books used in the earlier part of the course will show whether a reference is to be "see" or "see also," unless the case is obvious. When two or more subject headings are assigned to a book it will not be indicated to which the reference is to be made unless there is thought to be reasonable room for doubt.

3 The "see" and "see also" references are the forms in general use, but the Wisconsin library school has adopted forms which probably, by a fuller wording, as shown in the samples below, convey the idea to the public more clearly.

**32 Form. a Specific references.** On the top line of the card, beginning at the second vertical line, write the heading from which reference is to be made, punctuating with a comma at the end unless the heading ends with an abbreviation. At the distance of one centimeter write in black either "see" or "see also" and on the follow-

32a

ing line the heading referred to, beginning at the outer vertical line. If either the heading referred from or the heading referred to occupies more than one line begin the additional line one half centimeter (two typewriter spaces) to the right of the inner vertical line.

The same reference need not be made more than once, as duplicate cards for the catalog are unnecessary. If there is occasion to repeat a reference on any list it will be sufficient to write on the back of the main card "ref. made." If the reference has been made for a previous list it should be handed in on subsequent lists as needed.

(1) Additional references. Additional topics should, instead of taking new cards, be added to cards already made, as occasion arises, thus bringing together in a single place all references from one subject; but general references (see *b* below) may often to advantage be kept separate from references to specific topics.

(2) Arrangement. In specific references in a card catalog topics referred to should be arranged in a column, additional topics being added at need.

The column arrangement is the clearest for a card catalog but an alternative is the paragraph form, in which one topic follows another on the same line, separated by a semicolon. The latter form is generally used in book catalogs, for its economy of space with corresponding economy in cost of printing, while the alphabetic order generally there followed makes consultation easier than would be the case with cards, where it would be impracticable to maintain alphabetic order, owing to the need of making additions.

#### Samples of reference cards

(For the sake of compactness, in subsequent samples only so much of the card will be given as is needed to illustrate the form.)

##### *Usual form of a "see" reference*

ORNITHOLOGY,	see
BIRDS	

##### *Alternative form used by the Wisconsin library school*

ORNITHOLOGY
To be found in this catalog under
BIRDS

For the general part of the statement on this and on the Wisconsin form given below, rubber stamps may be used or, better, in a library large enough to warrant it, the phrases may be printed on cards, in the proper position, leaving space to write in the subject words above and below.

*Usual form for a "see also" reference, for a card catalog*

LEGENDS,           see also  
MYTHOLOGY  
FABLES  
FOLKLORE  
ANIMAL LORE  
FAIRY TALES

*Alternative form for a book catalog*

LEGENDS,           see also  
ANIMAL LORE; FABLES; FAIRY TALES; FOLKLORE;  
MYTHOLOGY

*Form used by Wisconsin library school*

LEGENDS  
Material on this subject will also be found under  
MYTHOLOGY

3ab

*b General references.* Frequently when the list of specific topics to which references should be made would be long and a general direction will cover it, the general reference is preferable; e. g.

#### HISTORY.

For history of a special country or other locality, see name of the locality, subhead HISTORY; e. g. GREAT BRITAIN. HISTORY. For history of any subject see name of that subject; e. g. EDUCATION. HISTORY.

For subjects on which the library has few books the subhead HISTORY may be omitted.

#### Suggestions for forms of wording for general references

(For indention see sample above.)

#### BIBLIOGRAPHY.

For bibliography of a person or other subject see name of that subject, subhead BIBLIOGRAPHY, as WASHINGTON, GEORGE, PRES. OF U.S. BIBLIOGRAPHY; OR HISTORY. BIBLIOGRAPHY.

#### BIOGRAPHY.

This heading is used for very general works only. For biography of a special class of men see name of that class, as ARTISTS; for biography limited to a special locality see name of that locality, subhead BIOGRAPHY, as OHIO. BIOGRAPHY; or BOSTON. BIOGRAPHY; for biography of an individual see name of that individual, as LONGFELLOW, HENRY WADSWORTH.

#### COMPOSERS.

For lives of individual composers see names of the composers, as GRIEG, EDVARD HAGERUP.

#### GENEALOGY.

For genealogy of a special locality see name of that locality, subhead GENEALOGY, as NEW ENGLAND. GENEALOGY; for genealogy of a special family see name of that family, as ALLEN FAMILY.

#### MANNERS AND CUSTOMS.

For manners and customs of any special locality see name of that locality, subhead SOCIAL LIFE AND CUSTOMS, as SPAIN. SOCIAL LIFE AND CUSTOMS.

#### PUBLIC SCHOOLS.

For works on the public schools of cities, towns etc. see name of the place, subhead PUBLIC SCHOOLS, as CHICAGO. PUBLIC SCHOOLS.

**TEACHING.**

For methods of teaching any special subject see name of that subject, subhead **STUDY AND TEACHING**; as, **ARITHMETIC. STUDY AND TEACHING.**

**LANGUAGE.**

For works on any special language see name of that language under its local adjective, as **ENGLISH LANGUAGE.**

**DICTIONARIES.**

For dictionaries of any language or other special subject see name of that subject, subhead **DICTIONARIES**, as **ENGLISH LANGUAGE. DICTIONARIES**; or **ARCHITECTURE. DICTIONARIES.**

**READERS.**

For reading books for learning a language see name of that language under its local adjective, subhead **READERS**, as **GERMAN LANGUAGE. READERS.** For selections suitable for exhibitions etc. see heading **RECITATIONS AND READINGS.**

**LITERATURE.**

For literature of a special locality see name of the literature under the local adjective, as **FRENCH LITERATURE**; or the name of the locality, subhead **LITERATURE**, as **SOUTHERN STATES. LITERATURE.** For works of an individual writer see his name, as **Ruskin, John.**

**POETRY.**

For poetry of a special locality see name of that poetry under its local adjective, as **ENGLISH POETRY**; or the name of the locality, subhead **POETRY**, as **WESTERN STATES. POETRY.** For works of an individual poet see name of that poet, as **Arnold, Matthew.**

**ENGLISH POETRY.**

For works of an individual poet, see name of that poet, as **Arnold, Matthew.**

**AMERICAN POETRY.**

For works and collections covering both American and English poetry see entries under heading **ENGLISH POETRY.** For works of an individual poet see his name, as **Lowell, James Russell.**

**33 Color in references.** In all references, terms (whether referred *from* or *to*) which by their nature could be used only for subjects (as, **Painting**) or forms of literature (as, **Essays**) should be written in red, but headings which might be used for authors should be written in black.

As a matter of convenience all personal names should be included under the rule for authors, even though in a few cases it may seem certain that they will never be used as author headings.



**33-36**

This rule for the use of black ink applies merely to headings in *references*. The heading for the entry of a book should be in black or red according to the relation of the person to the book; i. e. the name of the person should be written in black when that person is the author of the book cataloged, but in red when he is the subject, as of a biography or criticism. The name of a person referred *to*, should, however, be in red when he is referred to *strictly in the subject relation* as shown in the sample card for BIOGRAPHY, but in black when referred to as author, as in the sample for POETRY.

**34 Fulness of forms.** Personal names used as subject headings take the same fulness as for author headings, and when referred *to* in a reference should be given the exact full form used in the heading.

Headings referred *to* in references should be general in form if their relation to the heading referred *from* is general; e. g. supposing that a book with the subject heading U.S. HISTORY. REVOLUTION, 1775-83, was the first book in the library with a subject card for United States, it should take at least three references, (1) NORTH AMERICA, see also UNITED STATES, (because all books on the United States, whatever their subheads, would have a relation to North America); (2) AMERICAN HISTORY, see U. S. HISTORY (because the term American history is used as synonymous with United States history as a whole); (3) AMERICAN REVOLUTION, see U. S. HISTORY. REVOLUTION, 1775-83 (because in this case the heading referred from relates distinctly to the heading carried down to the period division).

**35 Reference from red heading to black.** Occasionally reference may be made from a red heading to a black heading; e. g. AGRICULTURE. U. S. see also U. S. Agriculture dep't; or, GREAT BRITAIN. HISTORY. VICTORIA, 1837-1901, see also Victoria, queen of Great Britain.

**36 Call numbers and tracing.** Call numbers should not be given on reference cards nor should the references be traced on the catalog cards, as they refer to the subject in the abstract and not to any particular book.

An official list of subject headings used and references made should be kept in some form. It may generally be done by checking and annotating the *A. L. A. list of subject headings*, but if the practice of the individual library varies widely from this list a separate record on cards will be more convenient.

## TITLE ENTRIES

**37 Purpose.** Along with those books which require only the author card and those, which, treating of definite subjects, need also subject cards, come many books which are likely to be known and asked for by title. For these, "title cards", or "title entries" (see definition in *A. L. A. rules*, pref. p. 16) should be made. This class of books consists mainly of novels, dramas, and poems and other works with specially memorable titles.

While the form of author's name to be used on the author cards, and the subject headings and subject references will be given on the lists of books to be cataloged, title cards are to be made when they seem advisable to the student. Although title cards are often made in addition to subject cards they should be so made only when the title is sufficiently different from the subject heading to answer a separate need.

**38 Form.** *a Position of title.* Begin the title on the top line, at the inner vertical ruling. If the title runs over the line indent all subsequent lines before the author's name one half centimeter (two typewriter spaces) further to the right, to give distinctness to the beginning of both the title and the author's name.

*b Length of title.* The title on the title card is often shorter than on the author card, but a short subtitle or alternative title may generally be included to advantage, specially in the case of a very short main title, where the danger of confusion with another similar title is greatest.

*c Marks of omission.* Use . . . for omissions at the beginning or in the midst of the title, as on the main card, but not at the end.

As the title card is used simply as the means of learning whether a specific book is in the library, the same degree of bibliographic exactness as given on the main card is not important.

*d Imprint.* One centimeter after the title give simply the imprint date, or if there is no imprint date give whatever is substituted for it on the main card. Do not give the copyright date in addition to the imprint date. If different volumes of a set have different imprint dates give inclusive dates; as, 1897-1904.

If v.1 is dated later than the first imprint date no mention is to be made of this fact.

*e Collation.* One centimeter after the date give merely the number of volumes if more than one. For works bound in a greater or less number of volumes than the numbering of the publisher see section 17e above.

38f-g

*f Author's name.* On the line after the title etc. write the author's name, in secondary fulness, using the same indention as on the author card.

Here, and on all other added entry cards, the author's name is a secondary consideration (as explained in connection with the subject card) and a shortened form may therefore be used.

*g Call number.* Give the call number in the regular place.

### Sample cards

#### *Author card*

T363v	Thackeray, William Makepeace. (The) Virginians: a tale of the last [i. e. the 18th] century; with...illustrations by the author... Bost. Houghton, 1896[ <sup>c</sup> 89] 2v. illus. 20.5cm.
-------	--

On the back of the main card should be written the accession numbers, and t to trace the title card.

#### *Title card*

T363v	(The) Virginians: a tale of the last [i. e. the 18th] century. 1896. 2v. Thackeray, W. M.
-------	---

## EDITORS, COMPILERS AND TRANSLATORS

**39 Definitions.** For definitions of editor and compiler see *A. L. A. rules*, pref.p.14.

**40 Names of editors etc. in title.** For the inclusion of the names of editors etc. in the title on the main card and subject cards see section 15c, note 3, above. For fulness of names see section 15f.

**41 Desirability of added entries.** Added entry cards for editors, compilers and translators may be made very freely in a large library where there is likelihood of call for all the literary work of a man in whatever capacity. In a small library they may generally be omitted except when the editor, compiler or translator is a person of special importance (from either the general or the local standpoint) or the book in hand is likely to be looked for under his name. Of the three classes the translator cards are the most likely to be important.

For class work these cards are to be made regularly. During the earlier part of the course they will be noted on the lists of books to be cataloged. Later they will be indicated only when supplementary information in regard to the form of name is needed.

Read *Cutter, III*, where "references" are recommended, corresponding to the added entries of the *A. L. A. rules*.

**42 Two or more editors, compilers or translators.** In the case of two or more editors, compilers or translators for a book a separate card is made for each without reference to the others.

This rule applies to editors etc. when another person is treated as author. For two or more editors etc. as authors see section 66.

**43 Form. a Heading for editor etc.** Give the name of the editor, compiler or translator on the top line, in author fulness, including professional titles and titles of honor as in author headings (see *A. L. A. rules*, 57), followed after one centimeter space by the abbreviation ed., comp. or tr. Begin the heading at the inner vertical ruling. If it runs over the line indent subsequent lines one half centimeter (two typewriter spaces) further to the right.

If the same person compiles and edits a work, the work of compiling is so far covered by the editorial work that it need not be separately recognized in the heading, but the work of compiling and of translating or translating and editing are sufficiently distinct so that when both are done by the same person a single added entry card should be made for him, in the heading of which both branches of his work should be recognized (see sample for Wall, below).

43b-e

*b Author's name.* On the line below the heading give the author's name, in secondary fulness, including professional titles and titles of honor, indenting as on the author card.

*c Title.* Write the title on the line after the author's name, beginning at the inner vertical ruling but coming back to the outer indentation for subsequent lines. A short title may generally be used and the name of the editor, translator or compiler may be omitted from the title, since the heading shows his relation to the book. Omissions should, as on title cards, be indicated by the ... when occurring at the beginning or in the midst of the title but not at the end.

*d Imprint and collation.* For spacing and for fulness of imprint and collation follow the same rules as for title cards, 38 *d-e* above.

*e Call number.* Give the call number in the usual place.

#### Author card

591.942	White, Gilbert.
W58	Natural history and antiquities of Selborne ; ed... by L. C. Miall and W. W. Fowler. N.Y. Putnam, 1901. 386p. facsim. 19.5cm.

#### Editor cards

591.942	Miall, L[ouis] C[ompton]	ed.
W58	White, Gilbert.	
	Natural history and antiquities of Selborne. 1901.	

591.942	Fowler, W[illiam] Warde,	ed.
W58	White, Gilbert.	
	Natural history and antiquities of Selborne. 1901.	

## Author card

842	Molière, Jean Baptiste Poquelin.
M72	Dramatic works; tr. into English prose, with...introductions and...notes, by C.H.Wall... Lond. Bell., 1876-77. 3v. 1 port. 19cm.

## Translator and editor card

842	Wall, Charles Heron,	tr. and ed.
M72	Molière, J. B. P.	
	Dramatic works.	1876-77. 3v.

## ILLUSTRATORS

**44** **Illustrator as main or added entry.** See *A. L. A. rules*, 4. Books calling for the main card under the name of the illustrator are the exception. The more usual situation is that of the illustrations as a secondary feature and it is for these cases that provision is made in the following rules.

When the main card is made under the name of the illustrator a card for the author of the text is best treated as a "general secondary" entry (described below under 47).

**45** **Importance of illustrator.** Illustrator cards are used much less freely than editor and translator cards, being made only when the illustrator himself or the illustrations of the book in hand are considered specially important. Except when important the name of the illustrator need not be included in the title on the main card, even though it is on the title-page, but when included it should follow the same rules as for editors, 15f.

**46** **Form for illustrator card.** Follow the rules for editor cards, except for the substitution of *illus.* one centimeter after the name, in place of *ed.* in the heading.

## GENERAL SECONDARY ENTRIES

**47 Definition.** Entries made for individuals, societies, government departments, etc., having some kind of author connection with the book, important enough to warrant recognition, yet not really that of author nor such as can be readily defined by a single word, as "editor", "translator", etc.

A general secondary entry may be made, for example, for a society or department to which a report is made or which authorizes a publication, or for an individual on whose writings the work in hand is based, as in the case of a book or story rewritten or adapted. This must not be confused with an abridgment, in which the author's own words are retained, the alteration consisting chiefly in omissions. For an abridgment the author heading should be the same as for the original work, the abridger being regarded as an editor.

A general secondary card is of special value in case of doubt as to which of two headings should be used for the main entry.

**48 Treatment.** Same plan as for editor cards (section 43), except that no term corresponding to ed. is used in the heading and since the relation of the party named in the heading is not thus defined, sufficient information to justify entry under the heading should be included either in the title or in a note.

## Author card

580.7 L43	Leavitt, Robert Greenleaf. Outlines of botany for the high school laboratory and classroom, based on Gray's Lessons in botany; prepared at the request of the botanical department of Harvard university.      N.Y. Amer.bk co. [1901]      272p. illus. 21cm.
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## General secondary card

580.7 L43	Gray, [Asa] Leavitt, R. G. Outlines of botany for the high school labo- ratory and classroom, based on Gray's Lessons in botany.      [1901]
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## NOTES: MISCELLANEOUS

For series notes see 67-71 below.

**49 Scope and order.** See *A. L. A. rules*, 168, and the footnote on p. 56 of that code.

Dates covered by works of history or travel are, when not given elsewhere on the card, specially valuable.

**50 Where given.** Notes should be given on the cards where most useful; e. g. notes regarding the author should be given on the author card; bibliographies which, as is generally the case, concern the subject should be given on the subject card; notes showing the language of a book, when not indicated by the title, should be given on author, subject and title cards; notes of imperfections should be given on all cards.

**51 Form.** Notes should be definite and concise, and those concerning the contents of a book, as a biographical sketch or bibliography, should when practicable include the page references; as, Bibliography, p. 436-53; or, Biographical sketch of the author, pref. p. [1]-27.

Page references should be given in arabic, even when roman numerals are used in the book; e. g. pref. p. 34-77, rather than p. xxxiv-lxxvii. Chapter headings for bibliographies etc. are generally to be preferred, but when there is no chapter heading or when it does not cover the situation satisfactorily, occasionally a general term or other supplied phrase may be used to advantage.

**52 Sequels and supplements.** Notes of sequels should refer both to earlier and later volumes in the sequence, making the order clear. When any work is followed by a supplement which calls for a separate main entry; e. g. a continuation under a different author (see *A. L. A. rules*, 14) or one in periodical form, connecting notes should be given on the cards for both the original work and the supplement.

**53 Position.** In general omit one line after the regular entry, before miscellaneous notes, if there is room to do so without carrying the writing too far down on the card or necessitating the use of an extra card.

**54 Indention.** Begin the note at the second indention, but use outer indention for subsequent lines.



## JOINT AUTHORS

**55 Definition.** See *A. L. A. rules*, pref. p. 15. Notice the contrasting definition in *Cutter*, p. 21, but follow *A. L. A.*

**56 Treatment.** Three important methods of treatment in somewhat general use are shown below, but for class work Method 1 is to be followed, which is a slight amplification of the *A. L. A.* rule. Read *A. L. A. rules*, 2, and for different method *Cutter*, 3-4 and 218.

*a Method 1.* (1) Books by two or three authors. For a book written jointly by two or three authors (including correspondence) make the main entry under the name of the one first mentioned on the title-page, followed by the name of the second or the names of the second and third. Make added entries in which each of the additional authors is given the first place on the card, and the author given first on the main card is given the second place. Use the inverted form for each name included in the heading. For the name used first in *each* heading given author fulness with professional titles and titles of honor, for the other names use secondary fulness with professional titles and titles of honor. Begin each joint author heading at the outer indentation; if the heading runs over the line indent subsequent lines one half centimeter (two typewriter spaces) to the right of the second vertical line. Use brackets according to previous rules.

Examples: Stevenson, Robert Louis, and Osbourne, Lloyd.

Osbourne, Lloyd, and Stevenson, R. L.

Cheston, Henry C(lifford), Gibson, J. S. and Timmerman, C. E.

Gibson, J. Stewart, Cheston, H. C. and Timmerman, C. E.

Timmerman, Charles E., Cheston, H. C. and Gibson, J. S.

**1 Number of authors in heading.** Provision is made in the direction above for the use of three names in the heading, in order that the form for any number of names may be understood, but unless a library has already adopted the use of three or more names it is recommended that the *A. L. A.* rule for two names only in the heading be followed, except in a case where another author is of special importance.

**2 Punctuation.** Notice that to distinguish clearly the different authors, the comma is needed between the names of joint authors not connected by "and," even though the preceding name ends with a period, brackets or curves; also that the comma is used before the "and" *unless* the preceding name ends with a period, brackets or curves, when the appearance seems to justify its omission.

56a(1)-(3)

**3 Exceptions.** When two authors always write jointly, reference may be made from the second to the first, instead of an added entry being made for each book; as,

<p>Chatrian, Alexandre, and Erckmann, Émile,    see Erckmann, Émile, and Chatrian, Alexandre.</p>
---

(or)

<p>Chatrian, Alexandre.</p>
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<p>Books by this author will be found in this catalog under the heading Erckmann, Émile, and Chatrian, Alexandre.</p>
---

(In the second of these forms all except the names should preferably be printed or put on by rubber stamp.)

For joint authorship of corporate bodies, e. g. societies or government departments, Method 2 given below is to be preferred, to avoid the complicated headings likely to result otherwise.

(2) Books by more than three authors. For a book written jointly by more than three authors make the main entry under the name of the first, followed by the phrase "and others", e. g. Grant, Russell Andrew, and others. Added entry *may* be made for each additional author but, unless a library is trying to keep a *complete* record of its material by all authors, is important only in exceptional cases, e. g. when the additional author is of special importance from either the general or the local standpoint or for some other reason is specially likely to be looked for. If an added entry is made it would take the form: Storrs, Martin Lee, Grant, R. A. and others, giving the names of only the author for whom the entry is being made and of the author given on the main card.

If in the case of a book by more than three joint authors only two or three are *named* treat as in the case of two or three joint authors except for the use of the phrase "and others" after the names.

Brackets are not used around the phrase "and others" in the heading.

(3) Title on main card. The title on the main card follows the rules previously given for main cards. When the names of all the authors are given in the heading they need be repeated in the title only in unusual cases, according to the principle for writing titles under single authors. When the authors are not all mentioned

**56a(3)-(5)**

in the heading (as in the case of more than three) their names may, if thought advisable, be included in the title (without inversion, in secondary fulness, omitting professional titles and titles of honor, or in shorter form if so given on the title-page) or in a note or contents, the advisability of this being determined by the number of the authors and their importance.

1 When there are too many authors to warrant a complete list, give the name of only the first or the name of the first and a selection of the most important of the others, accounting for the remainder by adding at the end of the names mentioned, the phrase "and others", using brackets if the information is given in the title on the cards and the phrase is not on the title-page. The author heading often covers the case sufficiently.

2 When the authors' names are not all included in the heading and are omitted either wholly or in part from the title indicate such omissions in the title by . . . for each omission, whether of a single name or of two or more consecutive names.

(4) Title on added entry joint author cards. The title on added entry joint author cards (i. e. entries for second and third authors) should be given briefly, following rules for added entry editor cards (section 43c).

(5) Imprint and collation. The imprint and collation are given on the main card as on other main cards; on added entry joint author cards, they follow the rules for added entry editor cards (section 43d).

**Samples of Method 1***Main card*

915 A43	Allen, Thomas Gaskell, and Sachtleben, W. L. Across Asia on a bicycle: the journey of two American students from Constantinople to Peking. N.Y. Century, 1903[ <sup>c</sup> 1894] 234p. illus. port. 19.5cm.
------------	--

*Subject card*

915	ASIA. DESCRIPTION AND TRAVEL.
A43	Allen, T. G. and Sachtleben, W. L. Across Asia on a bicycle: the journey of two American students from Constantinople to Peking. N.Y. Century, 1903 [c1894] 234p. illus. port. 19.5cm.

*Added entry joint author card*

915	Sachtleben, William Lewis, and Allen, T. G.
A43	Across Asia on a bicycle. 1903.

*Title card*

915	Across Asia on a bicycle. 1903.
A43	Allen, T. G. and Sachtleben, W. L.

*b Method 2.* (1) Heading for main card. Make the main entry for the book under the name of the author first mentioned on the title-page, giving only his name in the heading.

(2) Title on main card. Under this method include in the *title* (without inversion, in secondary fulness or in shorter form if so given on the title-page) or in a note or contents, the names of the authors if not more than three. If the names are given in note or contents instead of in the title, use... in the title to indicate the omission. For more than three authors, follow for title the rule under Method 1.

(3) Added entry joint author cards. For the added entry joint author cards give as the heading only the name of the additional author being treated, including the authors' names in the title as for the main card.

(4) Imprint and collation. As for Method 1.

**Samples of Method 2**

*Main card*

915 A43	Allen, Thomas Gaskell. Across Asia on a bicycle: the journey of two American students from Constantinople to Peking; by T. G. Allen and W. L. Sachtleben. N.Y. Century, 1903 [c1894] 234p. illus. port. 19.5cm.
------------	--

*Subject card*

915 A43	ASIA. DESCRIPTION AND TRAVEL. Allen, T. G. Across Asia on a bicycle: the journey of two American students from Constantinople to Peking; by T. G. Allen and W. L. Sachtleben. N.Y. Century, 1903 [c1894] 234p. illus. port. 19.5cm.
------------	--

(or as in Method 1)

915 A43	ASIA. DESCRIPTION AND TRAVEL. Allen, T. G. and Sachtleben, W. L. Across Asia on a bicycle: the journey of two American students from Constantinople to Peking. N.Y. Century, 1903 [c1894] 234p. illus. port. 19.5cm.
------------	---

*Added entry joint author card*

915 A43	Sachtleben, William Lewis. Across Asia on a bicycle... by T. G. Allen and W. L. Sachtleben. 1903.
------------	---

*Title card*

915	Across Asia on a bicycle...by T. G. Allen
A43	and W. L. Sachtleben. 1903.
	Allen, T. G.

(or)

915	Across Asia on a bicycle.
A43	Allen, T. G.
	Across Asia on a bicycle...by T. G. Allen
	and W. L. Sachtleben. 1903.

(or as in Method 1)

915	Across Asia on a bicycle. 1903.
A43	Allen, T. G. and Sachtleben, W. L.

*c Method 3.* (1) Main entry. Make the main entry under the name of the first author, as in Method 2, following the same rules for title, imprint and collation.

(2) Added entry joint author cards. Make the added entry joint author cards according to the rules for added entry editor cards (section 43), except that "joint author" is substituted in the heading for the abbreviation "ed."

**Sample of Method 3***(Main card, subject card and title card as in Method 2)**Added entry joint author card*

915	Sachtleben, William Lewis, joint author.
A43	Allen, T. G.
	Across Asia on a bicycle. 1903.

## 57a-c

**57 Relative advantages and disadvantages of different methods.** *a Method 1.* (1) Advantages. (a) Represents in the heading the authorship as it appears on the title-page.

(b) Avoids the necessity for repeating the authors' names in the title.

(2) Disadvantage. Produces a complication in alphabetizing. Headings in which more names than one appear may either be arranged in a separate alphabetic group after the entries in which the first author's name is given alone, e. g. the cards for Besant, Sir Walter, and Rice, James, after the works of Besant, Sir Walter, alone; or the works by joint authors may be alphabetized in with the works of the author alone; e. g. Besant, Sir Walter, and Rice, James. *Chaplain of the Fleet*, between Besant, Sir Walter. *Captain Cook*, and Besant, Sir Walter. *Children of Gibeon*.

By the former arrangement the reader may look for the book in the first series of titles and overlook the fact that there is a second; by the latter arrangement the reader who is accustomed to finding the joint authors arranged after the single authors may think, on seeing a joint author card, that he has reached the end of the works by the single author. Of the two arrangements confusion seems less likely to result from the second.

*b Method 2.* (1) Advantage. Simplifies the alphabetizing.

(2) Disadvantages. (a) If only one name is given in the heading the book is not so readily identified by the reader who knows it by the names of the two or three authors.

(b) On every card, if the joint authorship is to be represented, the names of the authors must either be included in the title, which involves much repetition, or else for *added entry cards* the cataloger must revert to Method 1, and represent the joint authorship on the author line.

*c Method 3.* (1) Advantages. (a) Simplifies the alphabetizing.

(b) Is best adapted to printed cards, where all cards are originally exactly alike.

(2) Disadvantages. (a) Represents all the authors except the first in a subordinate relation, like editors, translators etc.

(b) Results in the arrangement of the added entry joint author cards in a second series of titles among the works of those authors as editors, translators etc. where the cards are likely to be entirely overlooked by the reader who looks for the book under the name of a second or third author.

## NAME REFERENCES

**58 When made.** References should be made to the exact form chosen for entry, from any other form under which the reader is likely to look, unless the difference is so slight as to be unlikely to affect the place of the card in the catalog. Some of the most important classes of references are noted below, but many others will come up from time to time, to which the general principle will apply.

**59 Fulness.** The form referred to should be in author fulness, including professional titles and titles of honor but excluding such terms as ed., tr. etc. which are not a part of the person's name but merely show his relation to a particular book. Brackets should not be used in references except in very unusual cases, e. g. a corporate entry in which some explanatory term has been introduced; as, Albany, N. Y. St Peter's [Episcopal] church.

**60 Color.** Use black ink for all name references.

**61 Examples.** *a* Noblemen entered under title; e. g. Avebury, John Lubbock, 1st baron, with reference from Lubbock, John, 1st baron Avebury (*A. L. A. rules*, 33)

*b* Noblemen entered under family name; e. g. Walpole, Horace, 4th earl of Orford, with reference from Orford, Horace Walpole, 4th earl of (*A. L. A. rules*, 33)

*c* Married women who are entered under the married name but have also published books under either the maiden name, e. g. Ward, Mrs Elizabeth Stuart (Phelps), with reference from Phelps, Elizabeth Stuart; or under an earlier married name, e. g. Parsons, Mrs Frances Theodora (Smith) Dana, with reference from Dana, Mrs Frances Theodora (Smith), also from Dana, Mrs William Starr, and from Parsons, Mrs James Russell, jr (*A. L. A. rules*, 41)

*d* Married women whose books are regularly published under an earlier form, either the maiden name, e. g. Potter, Margaret Horton, with reference from Black, Mrs John Donald; or an earlier married name, e. g. Wiggin, Mrs Kate Douglas (Smith), with reference from Riggs, Mrs George Christopher (*A. L. A. rules*, 41)

*e* Compound surnames, which are generally to be entered under the first part with reference from the second; e. g. Watts-Dunton, Theodore, with reference from Dunton, Theodore Watts- (*A. L. A. rules*, 25)

In many libraries and reference books the opposite practice prevails.



**61f-k**

*f* Unused forenames; e. g. Conradi, Bruno, with reference from Conradi, Karl Paul Bruno (*A. L. A. rules*, 28)

*g* Full name with reference from familiar shorter form; e. g. Matthews, James Brander, with reference from Matthews, Brander

*h* Changed names; e. g. Stretton, Hesba, with reference from her original name, Smith, Hannah (*A. L. A. rules*, 40)

*i* Variant spellings of either forenames or surnames; e. g. Karl, or Carl; Turgenev, or Tourguéneff.

*j* Modified vowels (*A. L. A. rules*, 131)

For the modified vowels a general reference is sometimes used; e. g.

Bä

Names beginning Bä and Bae are arranged together as Bae.

While this method is recognized as a possibility it is not advised, as a reader who was looking for Bärman would not be likely to see a reference under Bä, which would be filed at the beginning of the Ba's. A specific reference from each name will be found much more satisfactory.

*k* Surnames with prefixes (*A. L. A. rules*, 26)

Under very common prefixes a general reference may be made; e. g.

De

Foreign names beginning with this prefix will be found in this catalog under the latter part of the name.

This suggestion is, however, open to the same criticism as that for the modified vowels above.

**Sample references**

Instead of the "see" references given below the same form may be used as suggested for "see" subject references under section 32, or for pseudonyms on p. 83, sample card 7.

Lubbock, John, see Avebury, John Lubbock,	1st baron Avebury,  1st baron.
---	--------------------------------------

Orford, Horace Walpole, see Walpole, Horace,	4th earl of,  4th earl of Orford.
--	---

Phelps, Elizabeth Stuart, Ward, Mrs Elizabeth Stuart (Phelps)	see
--	-----

Black, Mrs John Donald Potter, Margaret Horton.	see
--	-----

Göthe, Goethe.	see
-------------------	-----

(or)

Göthe, Johann Wolfgang von, Goethe, Johann Wolfgang von.	see
---	-----

Müller.

See this name arranged as though written  
Mueller.

(or)

Müller, Friedrich Max.

See this name arranged as though written  
Mueller, Friedrich Max.

*References from modified vowels are to be arranged with the same vowels unmodified, while in headings for entries ä, ö and ü are arranged as though written ae, oe, and ue. (See Cutter, 299.)*

## COMPILER, EDITOR OR TRANSLATOR AS AUTHOR

**62 Main entry.** See *A. L. A. rules*, 126.

1 Under this principle are generally included bibliographies, cyclopedias, dictionaries, genealogies, and collections of poems, essays, stories etc. by numerous writers, when some known individual is evidently responsible for the book as a whole. (See *Cutter*, 98.)

2 For the distinction between compiler and editor see definitions in *A. L. A. rules*, pref. p. 14. See also definition of author in *Cutter*, p. 14. Generally compiler is used for makers of bibliographies, dictionaries and genealogies; editor for cyclopedias; either compiler or editor for collections of poetry or prose, according to whether the work has been merely collecting or has included also editorial work in the way of notes, important introductions etc. Translator is used when the maker of a collection has also translated it into a different language. While these suggestions cover in a general way the use of the terms it is usually best in choosing to be guided by the phraseology of the title-page unless there is strong reason to the contrary, but remembering that the maker of such works as indicated above is generally regarded as something else than an author, even though not specifically designated on the title-page.

**63 Treatment of name.** When the main entry is made under the name of a compiler, editor or translator, this name is treated on all cards, in every respect (i. e. indention, fulness etc.) as though it were the name of the author of the book, except that in the case of persons (but not of corporate bodies) it is followed after one centimeter space by the abbreviation comp., ed. or tr. as the case requires. (See *A. L. A. rules*, 57.)

Except in some name references, all names used in headings on the cards, (except the second and third authors in a joint author heading) whether representing author, compiler, editor, illustrator, translator, general secondary or subject, are written in *author fulness, including professional titles and titles of honor*, in order that the form may be identical with that used for the same person if he appears as author.

**64 Title, imprint, collation etc.** For both main and added entry cards, follow the same directions as for books of simple authorship.

**65 Compiler etc. in the secondary relation.** For treatment in the secondary relation, in contrast with the treatment as author described above, see sections 39-43.

**66 Joint compilers etc. as authors.** Treat as in the case of joint authors except for the use of the abbreviation comp., ed. or tr. at the end of the heading, one centimeter after the combination of names, not after the first alone.

Notice the difference in treatment between two or more compilers or editors etc. *as authors* and two or more editors etc. *in the secondary relation* (section 42).

**Sample cards**

*Main card*

016.822      McFadden, Elizabeth A<sup>1</sup>pthorp<sup>1</sup> and Davis, L. E.  
M14                      comp.  
                    Selected list of plays for amateurs and stu-  
                    dents of dramatic expression in schools and  
                    colleges...      Cin. E.A.McFadden,1908.  
                    96p.22.5cm.

*Subject card*

016.822              DRAMA. BIBLIOGRAPHY.  
M14              McFadden, E. A. and Davis, L. E.      comp.  
                    Selected list of plays for amateurs and stu-  
                    dents of dramatic expression in schools and  
                    colleges...      Cin. E.A.McFadden,1908.  
                    96p.22.5cm.

*Joint compiler (as author) card*

016.822      Davis, Lillian E.                      and McFadden, E. A.  
M14                      comp.  
                    Selected list of plays for amateurs and stu-  
                    dents of dramatic expression.      1908.

When Method 2 or Method 3 for joint authors is used, instances of joint compilers etc. as authors should conform to the same method.

# SERIES NOTES

**67 Definitions.** See in *A. L. A. rules*, pref. p. 16, definition for Series, first paragraph; also definition for Series note in *A. L. A. rules*, pref. p. 16, and *Cutter*, p. 22.

**68 When given.** Give series note for all series falling under the definition referred to above. These may be designated in the publisher's language, by the word "series", as "Pitt press series"; by the word "library", as "Seaside library"; or by some similar word; or a name may be given to the series without including any general term of this nature, as "Story of the nations."

**69 Where found.** In addition to the places mentioned in the *A. L. A. rules* (namely at the head of the title-page, on the half-title or on the cover) the name of the series may appear at the head of an advertising page but in such cases should be used with caution, i. e. it should be carefully considered whether the phrase used is really a definite name for a series or simply a general descriptive term; as, Historical publications, Stories of adventure. If such a list appears with a title slightly differing from the title-page heading, half-title or cover use one of these three; if the first words of the title-page heading differ from the half-title use the best-known form if that is clear, otherwise generally use the form given as the half-title, since this is more likely to furnish the full information desirable on the series card. Give the preference to a half-title or title-page heading over a title on the cover, as the latter would probably be lost in a rebinding.

**70 Form.** The form of name for the series in the series note should correspond to the heading used on the series card as described below (section 74), except that the form is often shortened for the series note, specially in respect to the name of the editor, which is regularly given on the series card but omitted from the series note except in the rare cases where the series is generally known by the editor's name. In shortening for the series note do not omit the first words or the significant part of the title. If volumes of a series are numbered the volume number *may* be included at the end of the series note, but is not *generally* important. Omissions in a series note need not be indicated by . . .

**71 Position.** Write the name of the series in ( ) one centimeter after the collation on the *main card and subject cards*. Omit on other cards. Do not use brackets even if the name of the series does not occur on the title-page. Use abbreviation ser. for series in the series note unless the word occurs at the beginning of the name, or for some other reason is specially prominent.

## SERIES ENTRIES

**72 Definition.** See *A. L. A. rules*, pref. p. 16, and *Cutter*, p. 19 and 22.

**73 When made.** While the series note is used for all series, make a series entry only for important series, which are generally limited to some specific subject; e. g. Bell's cathedral series, English men of action, Story of the nations, etc. Do not make series cards for publishers' miscellaneous series, such as Everyman's library, Morley's universal library.

**74 Form.** See *A. L. A. rules*, 128, first paragraph. Read also the remainder of the section but remember that it is generally impracticable to *maintain* either a numerical or an alphabetic arrangement in a manuscript or typewritten catalog, and for this reason it is inadvisable to begin in that way, as a reader, finding a considerable number of entries systematically arranged, would probably overlook a miscellaneous group at the end, which might contain the work desired. Occasionally, however, a series (generally in history or fiction) has sufficient unity through the chronologic sequence of its volumes, to make it desirable that this sequence be preserved, and in such cases space for missing volumes should be left between entries.

*a Heading.* Enter a series of which the editor is unknown under the name of the series; e. g. International scientific series.

Usually enter a series of which the editor is known, in the same way, with reference from the editor, e. g. American commonwealths; ed. by H. E. Scudder; with a "see also" reference from Scudder, Horace Elisha; e. g.

Scudder, Horace Elisha,	ed.	see
also		
American commonwealths.		
(or, better)		

Scudder, Horace Elisha,	ed.
American commonwealths.	
Books in this series will be found in this	
catalog under the heading	
American commonwealths.	

742(1)-(3)

Though contrary to the general rule that headings on reference cards take second indention, it is more satisfactory for references from author and title combined to use ordinary author and title indention, in order that the card may be filed among the other titles of the same author.

Notice that the editor's name is given with the name of the series in the heading for the series card (see sample 4 below on p. 66), but is omitted in the name of the series on the reference card, which is an exception to the general rule for reference to the *full* form used in headings.

(1) Variations in name of series. When variations occur in the title of a series the headings should be selected as suggested for series notes (section 69) and a "see" reference made from any other title of the series if it would alphabet in a different place; e. g.

<p>Crowell's library of economics and politics, see Library of economics and politics.</p>
--

(or, better)

<p>Crowell's library of economics and politics.  Books in this series will be found in this catalog under the heading Library of economics and politics.</p>
--

This direction covers variations in the title appearing in the book itself, and different titles for the same series, issued, for example, by both English and American publishers; as, the Progressive science series, published in England, which appears in America under the title Science series.

(2) Position and indention. Enter the name of the series on the top line, outer indention. If the heading occupies more than one line indent subsequent lines one half centimeter to the right of the second vertical line.

(3) Editor's name included in name of series. Include the editor's name when known, (without inverting) in what would correspond to secondary fulness of the form as given in the book. Do not supply in this entry any extra information which may be used on the card to be filed under the name of the editor himself; e. g. if the title reads "English men of letters; ed. by John Morley" use this form and not the information gained from other sources "John Morley, 1st viscount Morley of Blackburn." Use, however,



**74a(3)-(6)**

such titles of honor etc. as are given in the book, if they would be used in an author heading.

This rule for the inclusion of personal titles is contrary to the general practice regarding editors' names in book-titles, but the editor in this case is the person responsible for the series as a whole and his titles may add weight to the value of the series and would not otherwise appear on the series card.

(4) Entry under editor's name. In very rare cases a series is better known by its editor's name than by its title. When so, make the entry under the editor, giving his name on the top line, outer indention, author fulness, with titles of honor etc. followed after one centimeter space by the abbreviation ed. On the line below his name begin the title of the series at the second indention, carrying it back to the outer indention if it runs over the line.

If a series is entered under the editor's name reference should be made to this name from the title of the series.

(5) Series consisting of works by the same author. Occasionally a series is issued in which all the books are the work of the same person, either as author or in the relation of compiler or editor as author. In such cases the name of the person responsible should be included in the series heading, as for editors of other series, and a reference made from the personal name to the name of the series, the best form for such a reference being suggested by sample card 6, below.

For a series in which all the books are the work of the same author the series card is sometimes made under the name of the author, his name being given on the top line with author indention and author fulness, including professional titles and titles of honor, followed on the next line by the title of the series, with ordinary title indention. The individual books are then entered as usual on a series card (74b) except for the omission of the author's name. With this treatment a reference should be made from the title of the series to the author's name, followed by the title of the series. The disadvantage of this method is the double entry under the same heading, (1) the full entry for each book under the author's name, (2) the short entry on the series card, under the same name; while the title of the series is found directly only on a card referring to the author's name.

Still a different method is the omission of the series card, with a reference from the title of the series to the name of the author, under which the full entries for the individual books are to be found. The disadvantages in this case are (1) the necessity of selecting from all the works given under the author's name those which belong to the special series, as shown by the series note, and (2) the greater difficulty in determining the proper sequence of the books, when this is desirable.

(6) Abbreviations. Do not abbreviate the word "series" in the heading on the series card, even if abbreviated in the series note.

74a(7)-b(3)

(7) Wording. Follow the phraseology of the book; e. g. "Cambridge modern history; planned by Lord Acton; ed. by A. W. Ward, G. W. Prothero, Stanley Leathes" (or) "Cambridge Bible for schools and colleges; general editor, J. J. S. Perowne." If a case occurs where the arrangement of the lines is the only indication of the relation of the person to the series, supply the phrase "ed. by" or whatever else seems most suitable. Include names of from one to three editors; if more than three give the name of the first "and others." If variations in the wording appear after the series card is written, make alterations only when important; e. g. an additional editor. In case of different editors at different times give on the series card as though editing at the same time.

(8) Punctuation. Use a semicolon after the name of the series before the statement regarding the editor. Brackets and marks of omission in the heading on the series cards are not to be used because of the occasional variations in different volumes.

*b Entries for separate works.* (1) Items included. The entry for each work entered on the series card consists of its call number, author's name, brief title, imprint date (or its substitute as on other short-entry cards) and number of volumes when more than one. If volumes of a series are numbered this volume number may also be given, but for a series to be continued indefinitely, in which the volume numbers have no significance except the order of publication, it has little practical value.

(2) Position of entries and number of lines. Begin the first entry on the line after the series heading, unless that heading consists of only one line, in which case one line is to be left blank. Even if the entries are so short as to occupy (except for the call number) only one line, allow two lines each on manuscript cards, three lines on typewritten cards, to provide sufficient room to keep the call numbers distinct, except that for fiction, if no class number is used, two lines are sufficient on typewritten as well as on manuscript cards. Do not leave space for missing volumes of a series except as indicated in the first paragraph in 74, for certain classes of series, where there is a practical advantage in retaining the original sequence.

(3) Indention. Begin the entry for each separate work on the series cards at the second indention, placing each call number at the left edge of the card opposite its own entry, and the volume number of the series, if given, between the vertical lines; for subsequent lines indent one half centimeter to the right of the second vertical line.

## 74b(4)-(5)(b)

(4) Arrangement of items by author. Except when some other arrangement is clearly of practical advantage and can be easily carried out it is well to arrange (a) author's name, inverted, in secondary fulness, with professional titles and titles of honor; (b) short title; (c) imprint date or its substitute; (d) number of volumes when more than one.

On the series card half a centimeter space is better than the full centimeter between the author's name and professional titles and titles of honor, to make this separation less than that between the items.

(5) Arrangement of items by subject. (a) In series of individual biographies and in some other series, generally those of a definite local nature, it is often better to arrange by subject as represented on the title-page. In such cases the best form would be: (1) name of the subject, followed by a semicolon and "by" (with the name of the author, *not inverted*, in secondary fulness, without personal titles); (2) date; (3) number of volumes when more than one.

For subjects of biographies the subject name may be given in either secondary or title-page fulness (inverted form) or the surname alone may be used, according to whether additional value will be added to the entry by an indication of the given names. This decision may be influenced by various considerations; e. g. (1) the familiarity of the given names, as in the case of writers, whose given names are commonly known, as contrasted with musicians or artists almost universally known by the surname; or (2) by the necessity of distinguishing between different men of the same surname.

(b) Perfect uniformity in the system is not essential even throughout the same series. If the title of the book begins with the subject word and contains in addition other information of interest or value it might be written, for example: Froebel and education by self-activity; by H. C. Bowen. If in a series which was arranged by subject a book appeared whose title did not lend itself readily to the treatment, the subject word might be supplied followed by a colon and the actual title of the book, with the name of the author, but subject treatment should not be adopted for series in which there was likelihood of uncertainty as to the subject word, as would often be the case with series in science, sociology etc.

Probably subject arrangement would seldom be advisable except when the entry word was regularly the name of a person or place.

If any information is actually *supplied* it should be bracketed but brackets need not be used to indicate rearrangement of words (e. g. the inversion of a subject name) and ... need not be used to indicate omissions. Even when the arrangement is by subject the entry word is regarded as title (even if supplied) and is written in black.

(c) For excellent suggestive examples of arrangement see in *A. L. A. catalog*:

- American commonwealths
- American history series
- American philanthropy of the 19th century
- English men of action
- Heroes of the nations
- Story of the nations

but for punctuation and for details to be included follow directions above.

*c Editor reference.* See sample cards under 74a. If a series has more than one editor make a separate and independent reference for each.

*d Tracing.* Contrary to the general rule that reference cards are not traced on catalog cards, since the editor reference is to a *special* series card it is best to trace these references on the back of the series cards, prefixing x to indicate reference instead of entry. Similarly references should be traced from the title to the editor of a series when the series card is made under the personal name, also references from one form of title to another.

*e Title-page checks.* ( ), meaning to be omitted from the title on all cards, are to be disregarded for the author's name on series cards arranged by subject, where the author's name in the title takes the place of the author heading.

#### Sample cards

##### 1 Main card for one of a series

(Volume number retained in series note)

613.7	Lagrange, Fernand,	M.D.	
L17	Physiology of	bodily exercise.	N.Y.
	Appleton, 1905.	395p. 19.5cm.	(Inter-
	national scientific ser. v.66)		

*2 Series card, without editor*

(Shows position of volume numbers)

## International scientific series.

613.7 L17	v.66	Lagrange, Fernand, M.D.	Physiology of bodily exercise.	1905.
581 H52	v.63	Henslow, Rev. George.	Origin of floral structures.	1888.
523.7 Y69	v.34	Young, C.A.	The sun.	1893.

*3 Main card for one of a series*

975.5 C77	Cooke, John Esten.	
	Virginia . . .	Bost. Houghton, 1884 [c'83]
	523p.map, 18cm.	(American commonwealths)

*4 Series card, with editor*

## American commonwealths; ed. by H. E. Scudder.

975.5 C77	Virginia; by J. E. Cooke.	1884.
974.7 R64	New York; by E. H. Roberts.	1904.
	2v.	
977.4 C77	Michigan; by T. M. Cooley.	1890.

*For samples of editor reference see under 74a.*

*5 Series entry for works all by the same author, a separate main card being made for each work*

Our own land series ; by E. T. Tomlinson.

T659y	Four boys in the Yellowstone.	[ <sup>c</sup> 1906]
T659c	Four boys in the land of cotton.	[ <sup>c</sup> 1907]
T659m	Four boys on the Mississippi	[ <sup>c</sup> 1908]
T659f	Four boys and a fortune.	[ <sup>c</sup> 1910]

*6 Reference from name of author to title of series*

Tomlinson, Everett Titsworth.

Our own land series.

**Books in this series will be found in this  
catalog under the heading**

Our own land series.

## CONTENTS

**75 When given.** Give contents of books containing several works by the same author, or works by several authors, or works on several subjects, or a single work on a number of distinct subjects, especially if the collective title does not sufficiently describe them. *A. L. A. rules*, 167.

**76 Where given.** When brief, give on the main card and all subject cards; in other cases give on the cards where most useful. When not given on both main card and subject cards refer from the cards where the contents are not given to the card or cards where they are; e. g. if given on the author card, say on the subject card "For contents see entry under author's name." If contents are given on only the subject cards, say, for example, on the author card "For contents see entry under subject heading CHARITIES. COLLECTIONS OF SOCIOLOGY. COLLECTIONS" (adding, in red, to the general part of the direction, the specific headings under which the contents are given).

Rubber stamps for "Contents" and for these general references are desirable, for the sake of distinctness. (See *Cutter*, 348.)

**77 Inclusion and form.** Generally omit a preface or an introductory chapter unless for some reason specially important. Contents may be taken from the title-page, table of contents, or chapter headings. The wording may be shortened by the omission of unimportant phrases, even at beginning of chapter titles. Do not use ... for omissions. Usually omit titles of honor etc. in contents, but use Mrs, as the names or initials following are sometimes those of the writer's husband, not of the writer herself. Sometimes also it is better to use other titles (such as would be given in author headings) if they add weight to the authority, e. g. chapters on military or naval subjects by generals, admirals etc. Titles of nobility are often to be given when they precede the name. The form of personal names should be the one given in that part of the book from which the contents are taken, but may often be shortened; e. g. for *subjects* of chapters the full form (if given in the book) may be used, or secondary fulness, or, in the case of persons so well known that there would be no question as to identity, the surname only. For authors of chapters generally use secondary fulness on the basis of the form in the book, except that for married women it is better to treat the maiden name like given names; i. e. use the initial without ( ), in order to obtain

uniformity of treatment without the necessity of looking up the names, which would require an expenditure of time not warranted for names where the filing of cards and serious questions of identity were not involved.

When the author's name precedes the title of the chapter leave one-half centimeter between unless the author's name is followed by a personal title, in which case one-half centimeter should be left between the name and personal title and a centimeter before the title of the chapter.

**78 Arrangement.** The paragraph arrangement recommended by the *A. L. A. rules* has the advantage of compactness, but the advantage of distinctness is on the side of arrangement in columns, this advantage often being increased by an alphabetic arrangement by authors, by subjects, or by titles when distinctive (as in a volume of short stories). Even when the order of chapters in the book is followed and the contents are arranged by title the result is much clearer if a separate line is given to each title when at all distinctive. The column arrangement is therefore in general to be preferred, specially for manuscript or typewritten work. It is particularly valuable for sets of works like Shakspeare or Scott, when covering many volumes, as, by alphabetic arrangement, it enables the reader to find readily any desired title with the number of the volume in which it is published, e. g.

822.33	Shakspeare, William.	
J	Works; ed. by W. A. Wright.	N.Y.
	Macmillan, 1894-95.	9v. 23.5cm. (Cam-
	bridge Shakespeare)	
	<b>Contents</b>	
	v. 3 All's well that ends well.	
	v. 8 Antony and Cleopatra.	
	v. 2 As you like it.	
	v. 1 Comedy of errors.	
	v. 6 Coriolanus.	
	v. 8 Cymbeline.	
	etc.	

For paragraph arrangement for the same set see *A. L. A. catalog*, pt 1, p. 221.

**79 Position.** Generally omitting one line after the collation or series note, but on the line following any miscellaneous notes which



**79-81**

may be given, stamp the word *Contents*, at the second indention. Begin the statement of the contents on the line following the word.

If the omission of a line would necessitate the use of a second card for contents which might otherwise be wholly entered on the first card, the word *Contents* should preferably be given on the line immediately following the collation or series note.

The use of a rubber stamp for the word *Contents* has the advantage over handwriting or typewriting in that it makes the term more conspicuous. If the word *Contents* is written by hand or by typewriter, it should be followed by a colon.

**80 Indention.** When paragraph arrangement is used begin at the second indention, coming back to the first indention for subsequent lines.

When column arrangement is used begin each item of the contents at the second indention. For subsequent lines indent one-half centimeter further, to make the beginning of each item stand out more clearly.

In paragraph arrangement the volume numbers etc. are included as a part of the paragraph; in column arrangement they are written between the vertical lines. An intermediate treatment is to regard the contents of each volume as a single item, placing the volume number between the vertical lines and keeping the contents of that volume at the inner ruling. With this treatment the further one-half centimeter indention is not of value, as the volume number is the feature of the division.

**81 Punctuation.** For illustrations of punctuation see the following samples.

### Samples

- 1 **Work by a single author in one volume; alphabeted by title in a column**

D263e	Davis, Richard Harding. (The) exiles, and other stories... N.Y. Harper, 1903 (1894) 221p. pl. port. 20cm.
-------	---

**Contents**

An anonymous letter.  
The boy orator of Zepata City.  
The exiles.  
His bad angel.  
The right of way.  
The romance in the life of Hefty Burke.  
The writing on the wall.

2 Same; paragraph arrangement in the order of the book

- D263e Davis, Richard Harding.  
(The) exiles, and other stories... N.Y.  
Harper, 1903[<sup>c</sup>1894] 221p. pl. port. 20cm.
- Contents**  
The exiles; The writing on the wall; The right of way; His bad angel; The boy orator of Zepata City; The romance in the life of Hefty Burke; An anonymous letter.

3 Work by a single author, in two volumes; column arrangement, regarding the contents of each volume as a single item

- 301 SOCIOLOGY.  
S93 Stuckenberg, J.H.W.  
Sociology, the science of human society.  
N.Y. Putnam, 1903. 2v. 22cm.
- Contents**  
v.1 Definition; Relation of sociology to the special social sciences; Nature of society; Social evolution.  
v.2 Three great eras of social evolution; Sociological ethics.

4 Same work; paragraph arrangement

- 301 SOCIOLOGY.  
S93 Stuckenberg, J.H.W.  
Sociology, the science of human society.  
N.Y. Putnam, 1903. 2v. 22cm.
- Contents**  
v. 1: Definition; Relation of sociology to the special social sciences; Nature of society; Social evolution. v. 2: Three great eras of social evolution; Sociological ethics.

5 Work in one volume by more than one author; column arrangement;  
alphabetized by authors

104

PHILOSOPHY. ADDRESSES, ESSAYS, LECTURES.

S93

Sturt, H.(C.) ed.

Personal idealism: philosophical essays by  
eight members of the University of Oxford.  
Lond. Macmillan, 1902. 393p.23cm.

## Contents

Bussell, F.W. The future of ethics, effort  
or abstention?

Gibson, W.R.B. The problem of freedom in  
its relation to psychology.



See next card

## 2

104

Marett, R.R. Origin and validity in ethics.  
Rashdall, Hastings. Personality, human and  
divine.

S93

Schiller, F.C.S. Axioms as postulates.

Stout, G.F. Error.

Sturt, Henry. Art and personality.

Underhill, G.E. The limits of evolution.

6 Same work; paragraph arrangement

104 PHILOSOPHY. ADDRESSES, ESSAYS, LECTURES.  
S93 Sturt, H.[C.] ed.  
Personal idealism: philosophical essays by  
eight members of the University of Oxford.  
Lond. Macmillan, 1902. 393p.23cm.

Contents

Error, by G. F. Stout; Axioms as postulates,  
by F.C.S.Schiller; The problem of freedom in its  
relation to psychology, by W.R.B.Gibson; The  
limits of evolution, by G. E. Underhill; Origin and



See next card

2

104 validity in ethics, by R. R. Marett; Art and per-  
S93 sonality, by Henry Sturt; The future of ethics,  
effort or abstention? by F.W.Bussell; Personality,  
human and divine, by Hastings Rashdall.

7 Work in more than one volume by more than one author; column arrangement

428  
M91 Mother tongue, book 1-3. Bost. Ginn,  
1900-02. 3v. 19cm.

Contents

bk 1 Arnold, S.L. and Kittredge, G.L. Lessons  
in speaking, reading and writing English.  
bk 2 Kittredge, G.L. and Arnold, S.L. Element-  
ary English grammar.  
bk 3 Gardiner, J.H., Kittredge, G.L. and Arnold,  
S.L. Elements of English composition.

8 Same work; paragraph arrangement

428

M91

Mother tongue, book 1-3. Bost. Ginn,  
1900-02. 3v. 19cm.

Contents

bk 1: Lessons in speaking, reading and writing English, by S.L.Arnold and G.L.Kittredge. bk 2: Elementary English grammar, by G.L.Kittredge and S. L. Arnold. bk 3: Elements of English composition, by J. H. Gardiner, G. L. Kittredge and S. L. Arnold.

**82 Substitutes for contents.** *a In title.* If contents are given on the title-page as a part of the title and are not too long they may often be given in the same way on the cards instead of as a separate item; e. g.

304

G54

Gladden, Washington, D. D.  
Social facts and forces: the factory, the labor union, the corporation, the railway, the city, the church. N.Y. Putnam, 1897. 235p. 19.5cm.

*b In general note.* When authors are well known but chapter headings do not add materially to the knowledge concerning the contents of the book, the important part of the information may be given in a note, in some such form as: With chapters by Charles Darwin, John Fiske and T. H. Huxley.

When there are too many authors to be named give a selection of the most important "and others."

*c Condensed.* Another method of condensing contents in a note may be illustrated by Carlyle's *Heroes and hero-worship*, where the chapter headings begin with the same phrase, e. g. The hero as divinity: Odin; The hero as prophet: Mahomet; The hero as poet: Dante, Shakspeare; etc. This may be given in a note; as, Six lectures delivered in 1840, treating of the hero as divinity (Odin), prophet (Mahomet), poet (Dante, Shakspeare), etc.

## INCOMPLETE WORKS

**83 How received.** Incomplete works may come into a library in various ways, sometimes through the gift of sets of which one or more volumes are lacking, most frequently through the publication of a work in volumes or parts issued at more or less regular intervals.

Periodicals and similar publications, which are planned to continue indefinitely, will be taken up later, the present treatment being only for books which have certain definite limits.

**84 Information liable to change.** The distinctive feature in the treatment of incomplete works is the use of pencil in recording any information which is liable to change, such changes occurring most frequently in the imprint date and the statement of volumes.

If the library has the larger part of a set, including the first and last volumes, it will generally be best to catalog the set as though it were complete, adding a note in pencil of the missing volumes, e. g. for a set of 17 volumes, of which v. 3-4, 8 and 11 are lacking, give 17v. in the collation and add in a pencil note, Wanting: v. 3-4, 8, 11. Such notes should always be in pencil, in order that they may be easily erased when no longer needed. If in a set of 17 volumes v. 3-4 and 17 were lacking it would be better to give in the collation *in pencil*, in the volume place, v. 1-2, 5-16, using pencil also for the last imprint date, as the date of the last volume when published might differ. If all the volumes in the library at the time of cataloging have the same imprint date, sufficient space should be left after this date on the card to allow for an additional date if necessary. If the first volume of the set is lacking, the first imprint date or the last one or two figures of this date should be in pencil unless it is known that v. 1 was published in that year, similar treatment being followed for the last date when the last volume is lacking.

For a work in process of publication it is well to give in a pencil note the number of volumes which is expected to constitute the entire set; as, Designed to be complete in 8v.

**85 Added entries.** On added entry cards the use of pencil should correspond to that on the main card, for imprint date and volume numbers. Also the pencil note should be given for missing volumes if the set is cataloged as though complete.

**86 Contents.** Contents in incomplete works are more often important than in complete; e. g. if a cyclopedia in process of publication has appeared only as far as M it is convenient for the

## 86a-b

reader who wants something in R to have the facts given him on the card. In such a case the simplest form is a pencil note, e. g. v. 1-4, A-M. In such a work as Murray's *New English dictionary*, which comes out in irregular parts as they are finished, a more detailed statement is necessary, e. g. in the collation, in pencil, v. 1-5; v. 6, pt 1-4; v. 7, pt 1-2; v. 8, pt 1; with a pencil note in the form of contents:

- v. 1-5 A-K.
- v. 6, pt 1-4 L-Lock.
- v. 7, pt 1-2 O-Outing.
- v. 8, pt 1 Q.

*a Alphabetic contents.* In works arranged alphabetically such notes may generally be given in pencil since they will seldom be needed after the set is finished, but occasionally a set ceases publication before completion and in such cases the facts should be given in ink, e. g. for Sabin's *Dictionary of books relating to America*, the collation in ink would give, v. 1-19; v. 20, p. 1-196; with a note in ink: Ends with Henry Smith.

*b Chronologic contents.* With histories and other books arranged chronologically the period covered by the different volumes is more apt to be of permanent value than an alphabetic section of a cyclopedia, and therefore the contents may often, to advantage, be given in ink, separately for each volume unless these are too numerous, leaving space for missing volumes, but if the volumes are numerous and are coming out in regular order the contents may be condensed and given as a note on the plan suggested above for cyclopedias; e. g. in the case of Evans's *American bibliography* the volume statement in the collation should be given in pencil as v. 1-6. The contents may be given in ink for each volume as

## Contents

- v. 1 1639-1729.
- v. 2 1730-1750.
- v. 3 1751-1764.
- v. 4 1765-1773.
- v. 5 1774-1778.
- v. 6 1779-1785.

or it may be given in pencil as a note, e. g.

- v. 1-6 1639-1785.

*c Contents on both author and subject cards.* In incomplete works the contents are more likely than in complete works to be of equal value on both the author and the subject cards, as the reader may be looking under the author's name for the special book or under the subject heading to see just what the library has on the subject.

### Sample cards

#### 1 Main card; v. 1 missing

(In this and following cards, italics indicate the use of pencil.)

828	Wordsworth, William.
W926	Prose works...ed...by A. B. Grosart...
	Lond. Moxon, 1876. <i>v. 2-3, 22.5cm.</i>
	<b>Contents</b>
	v. 2 Aesthetical and literary.
	v. 3 Critical and ethical.

#### 2 Editor card for same

828	Grosart, Alexander Balloch,	D.D.
W926	ed.	
	Wordsworth, William.	
	Prose works. 1876.	<i>v. 2-3.</i>

#### 3 Main card; v. 2 missing

828	Wordsworth, William.
W926	Prose works...ed...by A. B. Grosart...
	Lond. Moxon, 1875-76. <i>3v. 22.5cm.</i>
	<b>Contents</b>
	v. 1 Political and ethical.
	v. 2 <i>Wanting.</i>
	v. 3 Critical and ethical.



78  
85-86

CATALOGING RULES

4 Editor card for same

828	Grosart, Alexander B[alloch]	D.D.
W926	ed.	
	Wordsworth, William.	
	Prose works.	1875-76. 3v.
	<i>v. 2 wanting.</i>	

## PSEUDONYMS AND OTHER PEN NAMES

**87 Definition of pseudonym.** See *A. L. A. rules*, pref. p. 15, and *Cutter*, p. 21.

**88 Entry.** Read *A. L. A. rules*, 38, and *Cutter*, 7, 97, 204-5, but for class work follow the directions given below.

*a Choice of heading.* Enter under the best known form, whether pseudonym or real name. In case of doubt use the real name, as it will probably tend to become more familiar.

*b Entry under pseudonym.* If the entry is made under the pseudonym write the name according to the rules for entry under an author's real name, except that all titles of honor etc. used in the pseudonym should be included on the cards, even though they are such as would not ordinarily be used in author headings. One centimeter after the name and any personal titles which may be used write the abbreviation "pseud."

Do not give the real name in the heading, as it seems doubtful whether to the person who looks under the pseudonym the real name is of sufficient interest to justify the extra work of writing it on all cards. For a writer of whose works the library is likely to have a large number, and in other cases when convenient, a guide card giving the facts may well be used at the beginning of the works, e. g. Craddock, Charles Egbert, pseud. of Mary Noailles Murfree. As the guide card is written only once both pseudonym and real name should be written in full.

Probably to readers looking under the pseudonym the real name would be of less value than to the users of the other cards for the same book, and if in any library it is found that on any of the cards the real name is of value it should regularly be added on all cards for that author, using for the real name the secondary fulness, not inverted, with personal titles; e. g. on the main card:

Craddock, Charles Egbert,      pseud. of M.N.Murfree.

on added entry cards:

(The) storm centre: a novel.

1905.

Craddock, C. E.      pseud. of M.N.Murfree.

Probably, however, if the real name was well enough known to add to the value of the cards the entry would be made under the real name instead of under the pseudonym.

*c Entry under real name.* When a book published under a pseudonym is entered under the real name do not add the pseudonym in the heading but give it as a part of the title, not inverted, using the same fulness as on the title-page, with titles of honor etc.

## 88c-89

retaining even those which would not be used in headings for real names. Add {pseud.} in the book title, after the name with its personal titles, to explain the relation to the author heading.

The objection to adding the pseudonym in the heading is that while the headings for all the books of an author should be uniform, sometimes the same author publishes some books under one pseudonym, some books under another and some books under his own name. The inclusion, in the title, of a pseudonym used on the title-page of that special book or edition represents the facts more exactly.

*d Both real name and pseudonym on title-page.* Sometimes both the real name and the pseudonym are given on the title-page. In such cases enter under the real name. Include the pseudonym in the title if it is given conspicuously on the title-page but not if it is given in small type, subordinate to the real name and merely intended to identify the author with the writer of other books published under the pseudonym.

*e Double entry.* A possible treatment for all authors or for very prominent authors is to make double entry; i. e. main entry under the real name, with a brief entry, one line to a title, under the pseudonym, with results resembling a series card; e. g. main entries for George Sand's books might be made under her real name, Dudevant, Mme Amantine Lucile Aurore (Dupin), with brief added entries under the pseudonym; e. g.

	Sand, George,	pseud.
D845m	Mauprat.	1898.
D845b	The bagpipes.	1900.
D845s	The snow man.	[ <sup>c</sup> 1870-98]

**89 Name references.** Whether the entry is made under the pseudonym or under the real name, a reference should be made from the unused form to the form used; e. g.

Murfree, Mary Noailles,	see
Craddock, Charles Egbert,	pseud.
Twain, Mark,	pseud. see
Clemens, Samuel Langhorne.	

If a pseudonym is likely to be looked for under the first as well as under the last part, a reference from the former also should be made; e. g. it might be thought desirable to say in addition to the reference above:

Mark Twain,           pseud.           see  
Clemens, Samuel Langhorne.

If preferred, a longer form, corresponding to the alternative for "see" subject references, may be used; as,

Murfree, Mary Noailles.

**Books by this author will be found in this  
catalog under the heading**

Craddock, Charles Egbert,           pseud.

**90 Title cards.** Title cards should regularly be made for books published under pseudonyms, i. e. those books in which the pseudonym alone represents the author on the title-page, or those books in which both pseudonym and real name are given but the pseudonym is more prominent. This rule includes books of which the titles are not distinctive and for which title cards would not ordinarily be made, but the following classes may be excepted:

*a* Individual biographies whose titles begin with either the surname or the forenames of the biographee, the subject card for the biographee being sufficient.

*b* Other books where the first word of the title would be the entry word of the subject heading, unless this word would introduce so many entries that the title as such would be likely to be overlooked.

*c* Other books whose titles begin with a personal name under which some other added entry is made, e.g. the name of an editor; as, *Woodfall's Junius*.

**91 Pen names which are parts of real names.** *a Heading and reference.* If a writer publishes his books under a part of his real name it can not properly be called a fictitious name and therefore should not be labeled "pseud." but reference should be made as in the case of pseudonyms from the form not used for entry to the one preferred, the entry generally being under the full name.

*b Name in title.* If the pen name appears as a part of the author heading it is unnecessary to repeat it in the title of the book.

## 91c-92

*c Title cards.* Title cards should be made as in the case of pseudonymous books.

**92 Sobriquets, nicknames etc.** Follow *A. L. A. rules*, 39.

## Sample cards

**1 Author card for book entered under pseudonym, real name not known**

808.8	Clotho,	pseud.	comp.	
C64		Prosit: a book of toasts...		San Fran.
	Elder	[ <sup>c</sup> 1904]	134p.20cm.	

**2 Subject card for same**

808.8		TOASTS.		
C64	Clotho,	pseud.	comp.	
		Prosit: a book of toasts...		San Fran.
	Elder	[ <sup>c</sup> 1904]	134p.20cm.	

**3 Title card for same**

808.8		Prosit: a book of toasts.	[ <sup>c</sup> 1904]
C64	Clotho,	pseud.	comp.

**4 Author card for book published under pseudonym but entered under real name**

817	[Clemens, Samuel Langhorne]
C625t	(A) tramp abroad, by Mark Twain [pseud.] ...
	N.Y. Harper [ <sup>c</sup> 1879-99] 2v. in 1, pl. 20.5cm.

**5 Title card for same**

817	(A) tramp abroad.	[ <sup>c</sup> 1879-99]
C625t	[Clemens, S. L.]	

## 6 Reference card

Twain, Mark,	pseud.	see
Clemens, Samuel Langhorne.		

(or) 7

Twain, Mark,	pseud.
Books by this author will be found in this catalog under the heading Clemens, Samuel Langhorne.	

## 8 Author card for book entered under pseudonym

H682r	Hobbes, John Oliver,	pseud.
	Robert Orange.	N.Y. Stokes[ <sup>c</sup> 1899]
	341p. 19cm.	

## 9 Title card for same

H682r	Robert Orange.	[ <sup>c</sup> 1899]
	Hobbes, J. O.	pseud.

## 10 Reference card

Craigie, Mrs Pearl Mary Teresa (Richards)	
see	
Hobbes, John Oliver,	pseud.

Craigie, Mrs Pearl Mary Teresa (Richards)

**Books by this author will be found in this  
catalog under the heading**

Hobbes, John Oliver,       pseud.

## INITIALS

**93 Author's name known.** If a book is published under initials but the author's name is known make the main entry as usual under his name, bracketing the parts of the name which are supplied.

Make two references to the name:

*a* From the initials in title-page order; e. g.

A. L. O. E.            see  
Tucker, Charlotte Maria.

*b* From the initials arranged with the last of the initials as given on the title-page, written first on the cards; e. g.

E., A. L. O.            see  
Tucker, Charlotte Maria.

For alternative forms see samples below.

**94 Author's name unknown.** Read *A. L. A. rules*, 115, and *Cutter*, 96, making the main entry for the book (when the author's name is not known) under the initials inverted, as directed by *Cutter*. Make a reference to the inverted arrangement of initials used as a heading, from the initials in title-page order. Leave a space after any initial on any card, where the name would be written out if known, on the principle observed in leaving space on cards where for an author's forenames only the initials are known (see sample cards below).

If the author's name is found later fill it in on the cards already made, according to the regular rules for author and secondary fulness. In addition to the reference made from the initials in title-page order, make a reference from the initials with the last of the title-page initials written first, corresponding to the order in which they were written on the original main entry. In the group of initials *from which* reference is made it is unnecessary to leave space between the initials, as the names are not to be filled in.

**95 Title cards.** Title cards are to be made for books published under initials, asterisks etc. according to the directions for pseudonymous books, section 90.



**Sample cards****1 Main card for book published under initials, name found**

365 N52	N <sub>1</sub> evill <sub>1</sub> , Lord W <sub>1</sub> illiam <sub>1</sub> B <sub>1</sub> eauchamp <sub>1</sub> Penal servitude. . . N.Y. Putnam, 1903. 308p. 19.5cm.
------------	--

**2 Subject card for same**

365 N52	PRISONS. N <sub>1</sub> evill <sub>1</sub> , Lord W.B. Penal servitude. . . N.Y. Putnam, 1903. 308p. 19.5cm.
------------	---

**3 Title card for same**

365 N52	Penal servitude. 1903. N <sub>1</sub> evill <sub>1</sub> , Lord W.B.
------------	---

**4-7 Reference cards**

W.B.N.	see Nevill, Lord William Beauchamp.
--------	--

(or) 5

W.B.N.
To be found in this catalog under Nevill, Lord William Beauchamp.

(also) 6

N., W.B.      see  
Nevill, Lord William Beauchamp.

(or) 7

N., W.B.

To be found in this catalog under  
Nevill, Lord William Beauchamp.

**8 Main card for book published under initials, name not found**

811      C.,                      E.                      H.  
C                      (The) chaplet: a collection of poems...  
ed. by H.D.Moore.      Phil. Wilson, 1846.  
12op. 20cm.

**9 Title card for same**

811                      (The) chaplet: a collection of poems.  
C                      1846.  
C.,                      E.H.

**10 Editor card for same**

811                      Moore, H.                      D.                      ed.  
C                      C.,                      E.H.  
                    (The) chaplet: a collection of poems.  
1846.

11 Reference card

C.,	E.H.C.	see	
	E.		H.

(or) 12

	E.H.C.		
	To be found in this catalog under		
C.,	E.		H.

## ANONYMOUS BOOKS

**96 Definition.** See *A. L. A. rules*, pref. p. 13, and *Cutter*, p. 13, noting the words "in the title."

**97 Treatment.** See *A. L. A. rules*, 112-13, 116; read also *Cutter*, 120-22, but for class work follow *A. L. A.* except for some slight variations included in the directions below.

*a Author known.* The treatment of an anonymous book whose author is known does not differ in the form of the cards from the treatment of books from the beginning of the course, the main entry being made under the author's name and such parts of the name bracketed as are not given in the title of the book, in the case of anonymous books the brackets being placed around the *entire* name.

Exception: For sacred books, anonymous classics and corporate headings, to be treated later, brackets are not used to show that the name is not given in the title of the book.

(1) Identifying phrases. Phrases in the title of the book, identifying the author, may be included or omitted from the title on the cards for books of which the author is known, according to the cataloger's judgment as to their importance. Although these phrases represent the author's name and information about the author, it is better to use ... to indicate their omission either wholly or in part.

(2) Title cards. Title cards should be made in all cases.

When the author's name is not in the title of the first volume of a set, but is in that of one of the other volumes, make both author and title entries but do not inclose the author's name in brackets.

*b Author unknown.* (1) Main entry. The treatment of anonymous books for which the author is not known does not differ in principle from that in previous work. Since the author's name is unknown it is obviously impossible to make the main entry under his name, but the top line, being the regular place for his name, is left blank (except for the call number) in order that the name may be filled in later if found. The title is written in its regular place on the second line, beginning at the second indentation, and as this is the main card, the regular rules for title, imprint and collation for main cards are followed, accession numbers and tracing being given on the back.

(2) Added entries. Added entry cards; i. e. for subjects, editors etc. are made as usual, leaving a blank line in the regular place for the author's name, *except* on series cards and inside the ( ) in analytics (to be taken up later).

## 97b(3)-c

(3) Identifying phrases. Phrases in the title of the book, furnishing a clue to the identity of the author, should be included on the cards for books of which the author is not found; e. g. "by a member of Congress", "by the author of —". If several books are mentioned as the work of the author, only the first or the best known need be given on the cards, the other titles being represented by ...

(4) Author found after book is cataloged. If the anonymous book is first cataloged without the author's name and the name is afterwards found, this name should be filled in, in its regular place on all cards, following the regular rules for author and secondary fulness.

(5) Title cards. As the main card for an anonymous book with the author not found is filed under its title no other title card is necessary but if the author is later found and filled in, a new card in the regular form for a title card should be made.

*c Anonymous books — By the author of.* See *A. L. A. rules*, 114. The added entries under the title referred to should be in the form of a series card, one title to a line as suggested for pseudonyms under section 88e; e. g. supposing that the author of *Elizabeth and her German garden* was unknown, we might have such an added entry card as

	Elizabeth and her German garden,	Author of.
E43a	Adventures of Elizabeth in Rügen.	1904.
E43p	Princess Priscilla's fortnight.	1905.
E43e	Elizabeth and her German garden.	1900.
E43b	The benefactress.	1901.

making the main entry for each book under its own title with the note:

For other works by the same author see  
Elizabeth and her German garden, Author of.

While the added entry is to be made in each case for books falling under this rule the note should not be given until other books are listed under the same added entry heading.



## COLLECTIONS UNDER TITLE

**98 Main entry.** When articles written separately by several authors are published together under a collective title but there is no recognized editor or editing body or compiler, treat as an anonymous book, author unknown, leaving a blank line in the place for the author's name, even though it is certain that no name will ever be filled in.

Since these books are not numerous it is more convenient to treat them like books for which there is prospect of filling in the name. These books are not to be confused with cases of joint authorship, where the work of each individual is generally not specified and the authors have worked with a view to a combined result.

*a Authors' names mentioned.* For such collective works the names of the several authors may be given in the title, in a note or in contents, on the main card or subject card or both, according to the judgment of the cataloger. It is not necessary to use the same form on both main and subject cards, e. g. the authors' names might be given in the title or a note on the main card and in contents on the subject card but the main card and generally the subject card should give either a complete or a partial list of the authors unless these are very numerous. In the case of a partial list the name of the first author should be mentioned and such others as seem specially important, the remaining authors being represented by the phrase "and others."

If the names of the authors are given on the title-page of the book and omitted either wholly or in part from the title on cards the omissions (except for shortening to secondary fulness) should be indicated by ... In the title use secondary fulness on the basis of the form in the book except for married women, for whom it is better to treat the maiden name like given names; i. e. initial without ( ). If the phrase "and others" is *supplied* in the *title* it should be bracketed. If a partial list of authors is given in a *note*, ... need not there be used for the omissions, nor brackets placed around the phrase "and others."

*b Example of a book by several authors, to be cataloged under collective title.* The illustration represents the arrangement of the lines on the title-page, not that on the card.

## BRITON AND BOER

BOTH SIDES OF THE SOUTH  
AFRICAN QUESTION

BY

RIGHT HON. JAMES BRYCE, M.P.  
SYDNEY BROOKS; A DIPLOMAT  
DR. F. V. ENGELBURG; KARL BLIND  
ANDREW CARNEGIE; FRANCIS  
CHARMES; DEMETRIUS C. BOULGER  
MAX NORDAU

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PARTIAL TITLES; BINDER'S TITLES, COVER TITLES,  
HALF-TITLES, OR RUNNING TITLES; CHANGED  
TITLES; TRANSLATIONS UNDER DIFFERENT TITLES

Title cards under any of these specifications may be made either in place of or in addition to usual title cards, when sufficiently different from the title-page title, if the extra titles are such as are likely to be remembered and looked for, except when, as in the case of ordinary titles, a subject entry answers the need.

**99 Partial title.** *a Definition.* A catch title consisting of only a part of the title as given on the title-page, but applied only when the shortening consists in the omission of words which would be retained on a regular title card if made. Occasionally the partial title is a shortened form beginning like the full title (e. g. partial title *Saints' rest*, full title *Saints' everlasting rest*) but more often it is a phrase which omits the first words of the full title; it may or may not be a subtitle or alternative title.

*b Form of entry.* The entry consists of the call number in its usual place; the partial title on the top line (written without ... and without the date or number of volumes) beginning at the second indention but indented one-half centimeter further if it runs over the line; the author's name on the next line, in secondary fulness, beginning at the outer indention but for subsequent lines indented one-half centimeter to the right of the second vertical line; the title as given on the title-page on the next line, second indention, taking outer indention for subsequent lines; imprint date or its substitute; number of volumes if more than one. For the fuller title given after the author's name ... are to be used as on ordinary title or editor cards. A short title may be used but it should be long enough to include the partial title; e. g.

K14t

Ten weeks with a circus.

[Kaler], J. O.

Toby Tyler; or, Ten weeks with a circus.

[c1881]

A567e	(The) seven little sisters prove their sister- hood. Andrews, Jane. Each and all: the seven little sisters prove their sisterhood. [c1877-1905]
-------	---

For class work the full form of partial title card is to be used, but in libraries which do not aim at bibliographic exactness it will often be sufficient to make a card with the appearance of a regular title card, giving the call number, catch title with the date, number of volumes when more than one, and author's name, omitting the fuller title, but this method should not be used for the other title modifications treated below.

*c Tracing.* As the partial titles are added entries, they should be traced on the main cards, the word under which the entry is made being specified when the catch phrase is not perfectly obvious.

**100 Binder's titles, Cover titles, Half-titles, or Running titles.**

*a Definitions.* See *A. L. A. rules*, pref, p. 13-16.

*b Form of entry.* When any of these forms is merely a shortening of the title given on the title-page, the partial title form is generally to be preferred, as it is slightly simpler and would remain true (which would not always be the case with binder's or cover titles) when books were rebound. When special titles can not properly be regarded as partial titles they should be noted on the main card and subject cards and should, in the heading on the special title cards, be followed by a comma and, at a distance of one centimeter, by the phrase "binder's title of", "cover title of", "half-title of", or "running title of", the remainder of the card being like that for the partial title; e. g.

#### Main card

973.24 F85	Freeman, Frederick. Civilization and barbarism; illustrated by especial reference to Metacomet and the extinc- tion of his race. Camb. [Mass.] printed for the author, 1878. 186p.21.5cm.  Cover title: The aborigines, 1620 and after.
---------------	---

Cover title

973.24 F85	<p>(The) aborigines, 1620 and after, title of Freeman, Frederick. Civilization and barbarism; illustrated by especial reference to Metacomet and the extinc- tion of his race. 1878.</p>	cover
---------------	--	-------

As in the case of partial title cards, ... and date and number of volumes when more than one are not used with the special title but are used with the real title as taken from the title-page, according to the rules for added short-entry cards.

**101 Changed titles.** See *A. L. A. rules*, 143.

*a Varieties.* Changed titles may include:

- (1) Books reprinted with no change except in the title
- (2) Books rewritten by the author
- (3) Books abridged by the author
- (4) Different translations of the same work under different titles

**1 Sample of treatment, both titles in the library**

H644a	<p>Hildreth, Richard. Archy Moore, the white slave; or, Memoirs of a fugitive... N.Y. Miller, 1855. 408p. pl. 19cm.</p>
-------	---

Also published under title: The white slave  
(call no. H644w)

H644w	<p>[Hildreth, Richard] (The) white slave; or, Memoirs of a fugi- tive... Bost. Tappan, 1852. 408p. pl. 19cm.</p>
-------	--

Also published under title: Archy Moore  
(call no. H644a)

In such cases the regular title cards would be made as usual except for the addition of the note.

## 2 Treatment for same book, first title only in library

H644a      Hildreth, Richard.  
               Archy Moore, the white slave; or, Memoirs  
               of a fugitive...      N.Y. Miller, 1855.      408p.  
               pl. 19cm.

Also published under title: The white slave.

H644a      Archy Moore; the white slave.      1855.  
               Hildreth, Richard.

Also published under title: The white slave.

H644a      Hildreth, Richard.  
               (The) white slave; or, Memoirs of a fugi-  
               tive,      see his  
               Archy Moore.      1855.

Same work published under both titles.

H644a      (The) white slave; or, Memoirs of a fugi-  
               tive.  
               Hildreth, Richard,      see his  
               Archy Moore.      1855.

Same work published under both titles.

In the reference under the author's name, in case the title referred from, with the words "see his", occupies only one line, the title referred to may be brought back to the outer indention to make it more distinct; e. g.

	Hildreth, Richard.	
	(The) white slave,	see his
H644a	Archy Moore.	1855.
Same work published under both titles.		

*b Added entries when only one of the titles is in the library.*

(1) Title. Reference should regularly be made from the author with the other title, but reference should not be made primarily from the other title unless a title card would be made for the book if in the library.

(2) Subject. If the book is one which calls for a subject card this should include the note regarding the other title but no extra subject card for the other title need be made.

(3) Editor, translator etc. If a card is made for an editor or translator it should not include the note, nor should an extra card for the other title be made under editor or translator *unless* (applying to both these points) the work under the other title is that of the same editor or translator.

*c Notes.* Generally the information regarding the different titles is best given in a note, but if it is given in the title on the title-page, it may be retained there and the note omitted.

Notes should give as exact information as the cataloger's knowledge warrants; e. g. Published in England under title:—; Rewritten and published under title: —; etc.

*d Call numbers.* When both titles are in the library the call number for each is given on its own cards in the usual place and the call number for the other is included in the note. When only one title is in the library the call number for that is given on its own cards in the usual place but on the cards for the other title is written in the margin opposite the title to which it belongs.

*e Tracing.* When both titles are in the library each book is cataloged by itself and the tracing follows the usual rules. When only one of the titles is in the library the cards for the other (although in form they are reference cards) are practically added entries for the first title and therefore should be traced on the back of its main card; e. g.

Extra card for Hildreth  
Extra t

**102 Translations under different titles.** Treat in general like other changed titles but when convenient give also in a note the title of the original; e. g.

B198r      Balzac, Honoré de.  
               ... (The) alkahest; or, The house of Claës;  
               tr. by K.P.Wormeley.      Bost. Roberts, 1890, 1871  
               307p. 19cm.

Translation of *La recherche de l'absolu*,  
 which is also translated under the titles: *The*  
*quest of the absolute* (call no. B198r2), and *The*  
*alchemist*.

B198r      ... (The) alkahest; or, The house of Claës.  
               1890.  
               Balzac, Honoré de.

Translation of *La recherche de l'absolu*,  
 which is also translated under the titles: *The*  
*quest of the absolute* (call no. B198r2), and *The*  
*alchemist*.

B198r      Wormeley, Katharine Prescott,      tr.  
               Balzac, Honoré de.  
               ... (The) alkahest; or, The house of Claës.  
               1890.

Translation of *La recherche de l'absolu*.

B198r2      Balzac, Honoré de.  
                  ... (The) quest of the absolute...tr. by  
                  G. B. Ives...      Phil. printed for subscribers  
                  only by Barrie & son [c1899]      307p.pl.21.5cm.  
                  Translation of *La recherche de l'absolu*,  
                  which is also translated under the titles: *The al-*  
                  *kahest* (call no. B198r), and *The alchemist*.

B198r2      ... (The) quest of the absolute.      [c1899]  
                  Balzac, Honoré de.  
                  Translation of *La recherche de l'absolu*,  
                  which is also translated under the titles: *The al-*  
                  *kahest* (call no. B198r), and *The alchemist*.

B198r2      Ives, G.      B.      tr.  
                  Balzac, Honoré de.  
                  ... (The) quest of the absolute.      [c1899]  
                  Translation of *La recherche de l'absolu*.

B198r      Balzac, Honoré de.  
                  (The) alchemist,      see his  
                  ... (The) alkahest.      1890.  
                  or his  
                  B198r2      ... (The) quest of the absolute.      [c1899]  
                  Translations of the same work: *La recherche*  
                  *de l'absolu*.

	(The) alchemist.	
	Balzac, Honoré de,	see his
B198r	... (The) alkahest.	1890.
	or his	
B198r2	... (The) quest of the absolute.	[ <sup>c</sup> 1899]
	Translations of the same work: <i>La recherche de l'absolu</i> .	

*a Alternative method.* A library having many works of an author, with translations under different titles, might often find it convenient to have the cards for all forms of the work in a single group. This may be done by adding in the upper right corner of the author card (either in black or red) the title of the book in the original, and alphabetizing by this. When this is done, a reference card should be made under the author's name, with the title of the special translation; e. g.

## Main card

	(La) recherche de l'absolu.
B198r	Balzac, Honoré de.
	... (The) alkahest; or, The house of Claës; tr. by K.P. Wormeley. Bost. Roberts, 1890 [ <sup>c</sup> 87] 307p. 19cm.
	Translation of <i>La recherche de l'absolu</i> , which is also translated under the titles: The quest of the absolute (call no. B198r2), and The alchemist.



**Reference card**

(To be arranged under Balzac, according to its own title)

B198r      Balzac, Honoré de.  
              ... (The) alkahest; or, The house of Claës;  
              tr. by K.P.Wormeley.

              For full entry for this book see card under  
              Balzac, arranged by the title of the original work:  
              (La) recherche de l'absolu.

This reference card bears the call number and should be traced on the main card; e. g. Extra card under Balzac — The alkahest.

## ANONYMOUS CLASSICS AND SACRED BOOKS

**103 General treatment.** See *A. L. A. rules*, 119-20, and *Cutter*, 123-24 and 131-32.

Under the term "anonymous classics" are included epics, national folk tales and some other works whose authors are unknown and which have appeared under various forms of title, either in the original or by translation (e. g. *The Arabian nights' entertainments*, *The thousand and one nights*, *Stories from the Arabian nights*, *Book of the thousand and one nights*, *Tales from the Arabic*, etc.) so that entry under the first word of the title (as for the ordinary anonymous book) would result in the scattering of editions. To prevent this, the name by which, in the cataloger's judgment, the book is best known, is adopted as an author heading and thus treated on all cards. The Bible and similar sacred books are cataloged on the same principle.

For books belonging to these classes brackets are not used in the author headings, even though the form does not appear on the title-page.

Except for the adoption of this substitute for an author heading the cataloging does not differ from previous work. The title is written as on the title-page, even if the first words are the same as in the heading; e. g.

## Main card

831	Nibelungenlied.
N571	Nibelungenlied; tr. by W. N. Lettsom, with... introduction by W. H. Carpenter; rev. ed. Lond. Colonial press [1901]      405p.pl.24cm.

## Translator card

831	Lettsom, William Nanson,	tr.
N571	Nibelungenlied.	
	Nibelungenlied.	[1901]

**Main card**

398	Mabinogion.
M11	Wonder stories from the Mabinogion; by Edward Brooks. Phil. Penn, 1908. 338p. illus. pl. 19cm.

**Title card**

398	Wonder stories from the Mabinogion.
M11	1908. Mabinogion.

**Editor card**

398	Brooks, Edward, ed.
M11	Mabinogion. Wonder stories from the Mabinogion. 1908.

*a Parts of anonymous classics.* If a part of an anonymous classic is published separately, the title of the part should be treated as a subhead of the main title, and reference made from the title of the part alone; e. g. Aladdin, published separately, should be cataloged under the heading: Arabian nights. Aladdin, with a reference from Aladdin, on the plan for cataloging of parts of the Bible, treated below.

*b Selected list of headings.* The following list of headings will cover some of the most important of these works:

Anglo-Saxon chronicle	Domesday book
Arabian nights	Droplaugarsona saga
Avesta	Edda Saemundar
Beowulf	Edda Snorra Sturlusonar
Bible	Egils saga Skallagrimssonar
Cid	Eyrbyggja saga
Cuchulain	Federalist

Fridthjófs saga hins Fraekna	Mahābhārata
Gesta Romanorum	Merlin
Giolla an fhiugha	Mother Goose
Grettis saga	Nibelungenlied
Gudrun	Njála
Gunnlaugs saga Ormstungu ok Skáld-Hrafn	Ólafs saga Helga
Heliand	Ólafs saga Tryggvasonar
Hitopadésa	Reynard the fox
Kalevala	Roland
Koran	Sturlunga saga
Kormaks saga	Talmud
Laxdaela saga	Thorsteins saga Vikingssonar
Mabinogion	Vedas
	Völsunga saga

*c Bible.* The treatment for the Bible is the same in principle as for anonymous classics but as libraries are likely to have many editions and many parts published separately, a more detailed heading is generally desirable; i. e.

The Bible or any part of the Bible, including the Apocrypha, is to be entered under the word Bible, with such subdivisions as are necessary; e. g.

- Bible. English. 1830.
- Bible. English. 1870.
- Bible. O.T. Pentateuch.
- Bible. New Testament. English. 1896.
- Bible. New Testament. English. 1904.
- Bible. New Testament. German.
- Bible. N.T. Matthew.
- Bible. N.T. John. English.
- Bible. N.T. John. French.

The subdivisions should be carried out to the specific part of the Bible, the language and imprint date being added in the heading when needed to distinguish.

Some libraries use the language designation in the heading only for foreign languages.

In the case of individual Gospels the word Gospels may be inserted in the heading before the name of the book, but this lengthens the heading without special corresponding advantage.

## 103c(1)-(5)

(1) Bibles in two languages. For Bibles in two languages give both languages in the heading, mentioning the least familiar first; e. g. Bible. French and English. If neither of the languages is English make an added entry with the languages reversed; e. g. the main entry under Bible. Italian and Latin, with an added entry under Bible. Latin and Italian, in the author position, followed on the next line by a short title, the imprint date and number of volumes if more than one.

(2) Old Testament and New Testament in heading. In the illustrations shown above, Old Testament and New Testament are written out when those parts of the Bible are cataloged as a whole, but when a smaller division, e. g. a single book, is the distinctive item, and the Testament divisions serve chiefly as a convenience in filing the cards, they are abbreviated to O. T. and N. T. both for the purpose of shortening the heading and to make more prominent the distinctive part.

(3) References. References should be made in black from titles of volumes (when the titles are of a general character) and from names of parts of the Bible to the headings used; e. g.

Holy Bible,            see  
Bible.

(Die) Bibel,            see  
Bible. German.

Isaiah, Book of,        see  
Bible. O.T. Isaiah.

or the longer form of reference may be used, as shown in the sample cards, p. 109.

(4) Title entries. Title entries should be made only in very rare cases, i. e. for individual titles likely to be used only for certain editions; e. g. Bay psalm book.

(5) Arrangement. For arrangement of entries under Bible see *A. L. A. rules*, 119. A convenient method of indicating the arrangement is a guide card with some such statement as:

Bible.

The arrangement of entries for text of the Bible or any of its parts or for works regarding the Bible or its parts follows the arrangement of the Bible itself as given below. Headings under which entries have been made are indicated by a \*.

This statement should be followed by a list, including, in Biblical order (giving the broader terms before their own divisions, e. g. the Pentateuch before Genesis, Exodus etc.) the headings Bible, Old Testament, New Testament, the names of the separate books and such group terms as are likely to be used, e. g. Pentateuch, Gospels, Epistles, Apocrypha. By making this list complete at first and starring the divisions when first used a summary of the arrangement and also of the headings under which the library has entries may be shown at any time without rewriting the guide card.

The *A. L. A. list of subject headings* gives all the groups of a Testament before any of the separate books of that Testament.

(6) Editor and translator cards. On editor and translator cards the full author heading given on the main card might be used as has been done in previous work, but the value of the detailed heading is in grouping and distinguishing works under the general heading Bible and for the few Bible headings which are likely to be found under an individual editor or translator no such purpose is served. Therefore for class work on editor and translator cards for Biblical text, such subdivisions as are given beyond the part of the Bible treated (i. e. language and date) are to be disregarded, to show the possibility of variation on secondary cards.

(7) Series cards. On such series cards as that for the Modern reader's Bible the titles of the volumes may be omitted when clearly indicated by the author headings. The latter need not be carried out beyond the part of the Bible cataloged, even if more details are given in the heading on the main card.

(8) Capitalization. No authoritative ruling on this point seems to be available but the following suggestions are in line with the examples in the *A. L. A. rules* and with the practice in general on the Library of Congress cards.

Holy Bible	Old Testament
la Sainte Bible	New Testament
Biblical	le Vieux Testament
Holy Scriptures	le Nouveau Testament
die Heilige Schrift	the Gospels
la Volgata	the Book of Exodus

(9) Commentaries. Read *A. L. A. rules*, 13, and *Cutter*, 14-15.

(a) Without text. For commentaries without the text make the main entry under the name of the author of the commentary, with a subject entry under Bible or the special part of the Bible com-

## 103c(9)-(11)

mented on, parts of the Bible being treated as subheads (on the plan of the author headings) with reference (in black) from the name of the part. The red ink in the subject heading may be regarded as sufficient indication of the subject relation, or a final subhead may be used, e. g. Commentaries; Explanatory works; or Criticism, interpretation etc.

In subject entries, subdivisions for language and date should not be given unless in some very rare instance the criticism should be for a special edition or for the Bible not merely as the Bible but distinctly as the Bible in that special language.

(b) With text. For commentaries with text the main card is made under either the author of the text or the author of the commentary, according to *A. L. A. rules* and *Cutter*, the decision resting on the relative importance of the text and commentary. If of equal importance, enter under the author of the text. Subject entries are made in either case. If the main entry is made under the name of the author of the text, an added entry should be made under the commentator, designated as editor, but if the main entry is made under the name of the commentator, no added entry is needed for the text in its author relation, as that heading is covered by the subject entry. If the title of the book does not make it clear that both text and commentary are included, a note should be added giving the extra information: With text, *or* With commentary.

(10) Paraphrases. A paraphrase is not useful as text and should have the main entry under the author of the paraphrase, and a subject entry under BIBLE, with a subdivision for the special part of the Bible and the final subdivision: PARAPHRASES.

(11) Form entries. A subject entry is not made for text of the Bible, but when the text is in a very unusual language a form entry (having in all respects the appearance of a subject entry) may be made under the name of the language, as shown below under: COPTIC LANGUAGE, WORKS IN.

## Sample cards

220.52	Bible. English. 1841.
qB5	Holy Bible...tr. out of the original tongues and with the former translations...compared and revised... Ox. Univ.press,1841. 1232p.26.5cm.

Holy Bible,        see  
Bible.

(or)

Holy Bible.

To be found in this catalog under  
Bible.

223.1  
B5a

Bible. O.T. Job. Coptic and English.  
Ancient Coptic version of the Book of Job  
the Just; tr...and ed. by Henry Tattam. Lond.  
Straker, 1846. 182p. 23.5cm.

Job, Book of,        see  
Bible. O.T. Job.

(or)

Job, Book of.

To be found in this catalog under  
Bible. O.T. Job.

223.1  
B5a

COPTIC LANGUAGE, WORKS IN.  
Bible. O.T. Job. Coptic and English.  
Ancient Coptic version of the Book of Job  
the Just; tr...and ed. by Henry Tattam.  
Lond. Straker, 1846. 182p. 23.5cm.



223.1 B5a	Tattam, Henry, D.D. tr. and ed. Bible. O.T. Job. Ancient Coptic version of the Book of Job the Just. 1846.
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## VOLUMINOUS AUTHORS

**104 Definition.** This term is adopted to designate authors under whose names many titles are entered, either for different works or for different editions with different titles. A similarity in nature to the anonymous classic exists in the variety in forms of title for the same work, which would result in the separation of different editions of the same work if, under the author's name, the alphabetic arrangement by title was strictly followed.

**105 Author heading.** For such authors it is a convenience in large catalogs to add as a subhead, after the author's name, in the main entry, the catch title of the book; e. g. for Shakspeare's *King Lear*, which might appear under its catch title or under the words "Play of " or "Tragedy of " the various editions could conveniently be grouped under the heading, Shakspeare, William. *King Lear*.

This treatment corresponds to that for separate parts of the Bible, which are entered as subheads under the latter heading, e. g. Bible. O.T. Psalms.

Shakspeare is used for illustration, as being the writer under whose name the average library would have the most entries for which this method was an advantage, but the treatment is adapted to any author of whose works the library has many titles and is specially valuable for authors whose individual works have been the subject of criticisms or commentaries, as it facilitates the arrangement of the subject entries immediately after the works criticized. This treatment may also well be substituted for that suggested for translations (section 102a), retaining that method for use only when it is desired to add the original title to cards already made.

**106 Title entries.** When the catch titles of books are included in the author heading, the title entries may be provided for in three ways:

*a* By a reference to the author heading (as in the case of books of the Bible) e. g.

King Lear,            see  
Shakspeare, William. *King Lear*.

*b* By a separate title card for each edition in the library.

*c* By a title card for one edition (generally the first cataloged, though it may sometimes be desirable later to substitute another) with a note referring for other editions to the author heading (see samples below).

**1 Editor's name in title.** With this third treatment it is desirable to include the editor's name on the title card, in order that the reader who

## 106-107

wishes a special edition may know at once whether the one at hand is the one desired or whether it is necessary for him to follow up the reference.

**2 Full and partial title cards.** In large libraries, doing careful bibliographic work, a card for such works as Shakspeare's separate plays may be made for the catch title, and also a first word title entry under each of the other forms appearing on title-pages of editions in the library. In the small, popular library the catch title entry would often be sufficient.

For class work the catch title and first word title entries, should, when different, both be made, according to the samples below, but the note should not be given unless more than one edition of the same play is cataloged.

**107 Catch title in author item on title and editor cards.** On the title cards it is an almost useless repetition to give the catch title in the author item, and with most editors the same would be true. If, however, the library had many works of the same writer, entered under a certain editor, it might be a convenience to add in the author item on the editor card, the catch title as on the author card, especially if, as in the sample below, in the real title the catch title was considerably hidden by an introductory phrase.

For an alternative treatment of editors see section 157.

## Sample cards

## Main card

822.33	Shakspeare, [William].	King John.
X1r	History of the life and death of King John; ed. with notes by W.J. Rolfe... N.Y. Harper, 1893, 1 <sup>st</sup> 801 190p. illus. 17.5cm.	

## Title card

822.33	History of the life and death of King John;	
X1r	ed... by W. J. Rolfe. 1893.	
	Shakspeare, [William]	

For other editions see entries under heading  
Shakspeare, William. King John.

## Partial title card

822.33                    King John.  
X1r                    Shakspere, William,  
                         History of the life and death of King John ;  
                         ed...by W. J. Rolfe.            1893.

For other editions see entries under heading  
Shakspere, William. King John.

## Editor card

822.33                    Rolfe, William J(ames)            ed.  
X1r                    Shakspere, William,  
                         History of the life and death of King John.  
                         1893.

## ANALYTICS

**108 Definition.** See *A. L. A. rules*, pref. p. 13, and *Cutter*, p. 22. The term "analytic" is also used for the part of the book for which the analytic entry is made.

**109 Scope.** See *A. L. A. rules*, 170, and *Cutter*, 193-96 and 275. For the importance of analytics see Hitchler's *Cataloging for small libraries*, p. 4, 19-20, 25-27.

While analytics are commonly made for only authors, subjects and titles, more rarely also they are needed for editors, translators, illustrators etc.

*a Author analytic when author of part is different from author of the work as a whole.* An author analytic should be made when a part of a book is written by another author than the one under whom the main entry is made, and is likely to be looked for under the name of its own author.

(1) Analytics vs joint authors. Books calling for author analytics are to be distinguished from cases of joint authorship; e. g. analytic treatment should be used for a publication having a common title for the independent work of different authors (see sample card 1 below for Armstrong) or for a publication having the separate titles of the distinct works, each with its own author (sample 3 for Coleridge) or for a work in which is inserted a section by another author than the author of the work as a whole (sample 7 for Keary), the distinction between joint authors and analytics being as to whether the authors worked with a view to producing the combined result (i. e. joint authorship) or whether works written independently have been combined by an editor or publisher or by the author of the inclusive work (i. e. analytics).

(2) Heading for main entry. When the work is one calling for analytic treatment the main entry is to be made under the name of the author first mentioned on the title-page unless (a) there are four or more authors, and the publication as a whole is the work of a compiler or editor under whose name the main entry should be made, or (b) the title of the book is collective but instead of being of a general nature, as *Poems* or *Selections*, is a distinctive title for the special book, adopted to cover the contents; as, *Home building and furnishing; being a combined new edition of "Model houses for little money,"* by W. L. Price, and *"Inside of 100 homes,"* by W. M. Johnson. In this case the main entry should be under the title, *Home building and furnishing*, with analytics respectively for the separate works by Price and Johnson.

(3) Names of authors in title, contents or note. (a) In cases where the main entry is made under the name of the first author the names of all the authors (including the first) should be retained in the title, not inverted, in secondary fullness on the basis of the title-page form (without professional titles or titles of honor), together with the mention of their works, in the phraseology of the title-page. For the work of the authors, except the first, analytics should be made.

(b) When the main card is made under the name of an editor or compiler or under the title, the names of the individual authors should be given in the title, in a note or in contents; also when the main card is made under the name of an individual author and an author analytic is to be made for a different author whose name is not mentioned in the title or contents on the main card, a note should be given on the main card, justifying the analytic entry (see sample card 7).

*b Author analytic when author of part is same as author of the work as a whole.* An author analytic should also be made when the author of the part is the same as the author of the work as a whole, if the part is known to have been at any time published separately, *except* that author analytics need not be made (1) for the author's collected works with a general title, as *Works* or *Plays*, (2) for collections of magazine stories etc. when republished in book form under a special title, (3) for an author under whose name the library is likely to have so few entries that the reader would probably look them through, (4) when the title of the part is such as to alphabet in practically the same place as the title of the book as a whole.

Whether author analytics are made for such books or not, contents should, as far as practicable, be indicated in the title or as contents or in a note, on the main card.

*c Author of analytic same as editor of book.* When the editor of a book is also author of a part of the book his editor card is generally regarded as covering the ground sufficiently to allow the omission of the author analytic for his special part, but if the part of which he is author has been published separately it is sometimes desirable to bring it out as an author analytic.

*d Subject analytics.* These should be made, if the material is of importance to the library for any reason (read *Cutter, 194, d*), for parts of books when the subjects of the parts are different from the subject of the book as a whole, but not when the subject

109d-110a

of the part is naturally included in the subject of the whole. Subject treatment may occasionally consist entirely of analytics, no general subject card being made. A subject analytic may be by the author of the book as a whole or by a different author. The subject heading (which does not differ from the ordinary heading on a subject card) should be justified on the analytic card, either by the title of the analytic or by a note.

*e Title analytics.* These should, as far as practicable, be made for all works forming part of a larger work, when likely to be looked for under their individual titles, whether they are found in a complete or in a partial collection and whether by the author of the main work or by a different author, except that when the title of one of the included works (generally the first) furnishes the entry words for the title of the combined work, a title card in the ordinary form is made without mention of the other titles in the book (see sample card 4).

Title analytics occur most often, though not exclusively, in fiction and drama.

*f Editor analytics, etc.* Analytics for editors, translators, illustrators etc. are rarely needed but may sometimes be called for, especially in the case of works which have been published separately.

*g Combinations.* Any or all of these kinds of analytics (i. e. author, subject, title, editor etc.) may be made for the same part of a book, but the making of one of them does not necessarily imply making the others, e. g. an author analytic may be made without a corresponding subject or title analytic, or a subject or title analytic may be made without a corresponding author analytic, but generally a *title* analytic would have a corresponding author analytic if the author was different from that of the main work.

**110 Method of treatment.** *a Division by plan of paging.* The most convenient division for treatment is on the line of paging. The analytic part is generally paged continuously with the rest of the book but occasionally consists of a separate group of pages.

In some libraries, analytics for continuously paged parts introduce the reference to the main work by the word "see", as "see his Parish problems", and hence are called "see analytics"; while analytics for separately paged parts introduce the reference by the word "in", as "in his Auld lang syne", and are called "in analytics". The distinction is a convenient one for the catalogers in speaking of the analytics but is not evident to the readers,

and in class work the word "in" is to be used for both forms, as is the practice of some catalogers, while others may regularly use the "see". Preface, introduction and appendix pagings are not regarded as independent groups. Analytics contained in these should be treated according to the rules for continuous paging, even though the analytic covers the entire group; i. e. the pagination should be given in inclusive form inside the curves (arabic numerals being used even if roman are used in the book) and preface, introduction or appendix specified; e. g. pref.p.1-51, introd.p.34-54, or apx p. 11-20.

*b Author's name.* The author's name takes the same treatment for analytics as for whole works; i. e. in author analytics the name of the author for whom the analytic entry is made is written on the top line, with regular author indention, in author fulness; in other analytics (subject, title, editor etc.) it is written on the line below the heading, with author indention, in secondary fulness.

If the analytic has a separate title-page the regular rules for bracketing the author's name will hold, such parts being bracketed as are not there given; but if the analytic has no separate title-page and the author's name is found anywhere in the book (e. g. under the chapter heading, signed to the chapter, or in the table of contents) only such parts need be bracketed as are supplied from some other source than the book in hand.

*c Title.* (1) Position. The title of the analytic has the ordinary title position.

(2) Form. When the part of the book for which the analytic is made has a separate title-page or half-title, catalog from this; in other cases the chapter heading may be used or a title may be taken from the table of contents. When it is desirable to make an analytic for several consecutive chapters, it is generally best to give their titles, one after another, separated by semicolons. When it is desirable to make an analytic for several chapters not consecutive, the titles may be written in the same way or each title may commence on a separate line, beginning at the second indention\* and coming back to first indention when it is necessary to run over the line. If part but not all of the chapters of the analytic are consecutive, the titles of the chapters may all be written together according to the first method, or consecutive chapters may be grouped according to the first method and the *groups* treated according to the second method, or each title may be treated separately according to the second method.



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(3) Marks of omission. Omissions should be indicated by . . .

(4) Supplied titles. Occasionally it is necessary to supply a title; when this is done the title should be bracketed. Brackets should also be used for supplied parts of titles; e. g. Bibliography [of manual training]. See also section *l* below, Short form analytics.

*d Imprint.* If the analytic part has a separate title-page, give the imprint according to the regular rules, so far as the information is furnished on this title-page, but if this is incomplete or if the entry is made from a half-title or some of the other sources mentioned above under *c*(2) do not supply imprint information.

*e Collation.* If the part analyzed is separately paged, give the full collation for the part analyzed, according to the regular rules; otherwise omit the collation.

*f Reference to main work.* One centimeter after the last item given, of those mentioned above, whether title, imprint or collation, add in ( ) a reference to the main work, choosing, according to whether the article is continuously or independently paged, one of the two methods given below under Continuous paging and Separate paging. (For exception see note under *h* (4).) This rule applies to all except title analytics.

In title analytics use in ( ) the same form of reference but begin it on the line below the author's name, at the second indentation, coming back to the outer indentation for subsequent lines.

*g Form of analytic entries.* For all information given before the curves, the analytics, whether author, subject, title, or editor etc. are the same in form as the entries for whole books, but it must be remembered that information regarding imprint and collation is often lacking either wholly or in part.

*h Continuous paging.* If the article is continuously paged with the rest of the book give in the ( ) "In" followed by:

(1) Name of the author of the main work, inverted, using secondary fullness with professional titles and titles of honor; but if the author or authors of the analytic are the same as the author or authors of the main work the possessive pronoun, his, her, its or their, may be used inside the curves in the place of the author's name except when some previous mention in the entry, of another name, would make the use of the possessive pronoun ambiguous.

In cases of editor or compiler as author of the main work the abbreviation "ed." or "comp." should be retained after the name inside the curves.

(2) On the same line with the author's name, a brief title for the book, such as would in general be given on an editor card, using ... for omissions at the beginning or in the midst of a title but not at the end.

(3) Imprint date (or its substitute) for the main work.

(4) Inclusive paging for the analytic, beginning with the number which belongs to the first page of the analytic, including a separate title-page or half-title even though this page may not be numbered. Sometimes such a page is inserted with no allowance made for it in the continuous paging. In these cases disregard this point and give the first number of the continuous paging which properly belongs with the analytic. If a page number is given on the cards which is not printed on the page in the book, it should be inclosed in brackets. For the second part of the inclusive paging use only two figures except when the hundreds change, e. g. p.233-74 but p.348-416. If an analytic applies to only one of the volumes of a set include with the statement of pagination a statement of the volume, as v.2, p.411-65. When an analytic is in more than one volume give, e. g. as follows:

v.1, p.63-180; v.2 (Meaning part of v.1 and the whole of v.2)

v.1; v.2, p.5-70 (Meaning the whole of v.1 and part of v.2)

v.1, p.197-276; v.2, p.3-44 (Meaning part each of v.1 and v.2)

v.1-2; v.3, p.111-94 (Meaning the whole of v.1-2 and part of v.3)

v.1, p.83-115; v.2; v.3, p.7-32 (Meaning part of v.1, the whole of v.2 and part of v.3)

v.1, p.71-v.2, p. 220 (For part of v.1 and the whole or part of v.2 when the volumes are paged continuously)

When an analytic consists of chapters not consecutive, if the titles are written as a single group give in the curves the different groups of paging separated by a comma, e. g. p. 46-67, 120-53, 177-206; but if the titles are not written as a single group but are given either separately, or in groups according to the groups of paging, each inclusive pagination should be given one centimeter after the title or titles to which it applies, and the paging omitted inside the curves. When this treatment is followed it is best to write the reference to the main work in curves on a separate line below the last item of the analytic, beginning at the second indention, but going back to the outer indention, if it runs over the line. If the reference is written on the same line with the last item, it has the appearance of belonging to that item only.

*i Separate paging.* When an analytic is separately paged the full collation is given before the curves. The information inside the curves is the same as for continuously paged analytics except that

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the statement of paging is omitted. Instead is given the volume or part number if the analytic occupies a separate volume, or a "part" of a book consisting of numbered parts. If neither of these conditions applies it is generally best, in order to show in what portion of the book the analytic occurs, to call the different groups of paging "parts" and supply numbering, e. g. {pt 2} ; but if the book already contains divisions designated as "parts" it is sometimes better to indicate the separately paged section as an "appendix".

*j Both continuous and separate paging.* Occasionally, e. g. in a series of monographs, each part is paged separately but the set is paged continuously. In such cases give the full collation before the curves but also the inclusive paging inside the curves (unless the analytic occupies a whole volume), as the part is thus most easily found.

*k Punctuation and spacing.* Items *preceding* the curves are punctuated and spaced according to the rules for cataloging whole books. *Inside* the curves the same rules for punctuation apply but one-half a centimeter is substituted for the whole centimeter of the general rules. (See also section 6j, last statement.)

*l Short form analytics.* When the part of the book for which analytic entry is to be made has no separate title, or too many chapter titles, and its contents are sufficiently well indicated by the title of the whole book it is better to use what may be called the short form analytic. In this form, instead of using for the analytic a separate title with a reference to the main work, the title of the main work only is given.

The short form analytic is often the best not only when the analytic has no separate title or too many chapter titles and the contents are satisfactorily covered by the main title, but also in many cases when it has a separate title but one which adds to the main title or subject heading no information concerning the scope or phase of the subject treated, so that the employment of both main and analytic titles involves useless repetition. These cases occur most often under the names of persons as subject (see sample cards, under (1) below).

The short form analytic might under some conditions be adopted for all subject analytics, as the principal point would be covered by the fact that the subject named in the heading was treated in a certain specified part of the book, but the long form analytic is much more satisfactory if the author of the analytic is different from the author of the book as a whole, or if the analytic has a distinct title which gives desirable information not given by the main title of the book. In class exercises the long form analytic is to be used in either of these cases.

(1) Continuous paging. In the case of continuously paged short form analytics, the main title is followed after a centimeter space by the imprint date, and again after a centimeter space by inclusive paging.

**Long and short form analytics contrasted**

*Long form*

B	RUSKIN, JOHN.
T <sub>312</sub>	Ritchie, Mrs Anne (Thackeray)
	John Ruskin. (In her Records of
	Tennyson, Ruskin, Browning. 1892. p.161-125.)

(or better)

*Short form*

B	RUSKIN, JOHN.
T <sub>312</sub>	Ritchie, Mrs Anne (Thackeray)
	Records of Tennyson, Ruskin, Browning.
	1892. p.161-125.

(2) Separate paging. In the case of separately paged short form analytics (whether for one or more entire volumes or for the separately paged part of a volume) the title is followed after a centimeter space by the imprint date for the whole work, then after a centimeter space, by the number of (when only one) the volume or the part comprising the analytic, and (separated by a comma, but with no space) the collation for the analytic, as [pt. 2], 76p. illus. 21cm. If more than one volume or part is covered by the analytic give the number of volumes or parts included, as v. 2-3; but omit the paging unless continuous.

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530	ASTRONOMY.
O51	Olmsted, Denison.
	Rudiments of natural philosophy and astron- omy . . . stereotyped ed. 1852. pt 2, 115p. illus. tab. diagr. 15.5cm.

*m Tracing.* (1) Author analytics. Author analytics are traced on the back of the main card.

(2) Subject, title or editor analytics. Subject, title or editor analytics which have corresponding author analytics, are traced on the back of these; those which have not corresponding author analytics are traced on the back of the main card.

(3) Form. When the tracing on the back of the *main* card includes analytics it is best to indicate these as such, after the word or words used for the tracing. On the back of author analytics it is not necessary thus to designate the tracing, as the added entries traced on an author analytic would be understood to correspond to such analytic.

(4) Separate record. In the case of long sets etc. where the analytics are too numerous to be traced on the back of the catalog card the work may be there indicated by the word "Analyzed". The specific entries may then be traced by checks in the volumes themselves, but since if the books were lost the tracing also would be lost a better method is the keeping of an official list of tracings of such analytics.

*n Call numbers.* Call numbers are written in their usual place but when analytic entries apply to only part of the volumes of a set the volume numbers of the volumes concerned should be added below the book number, as shown below on sample card 10.

*o Alternative methods.* (1) A. L. A. code. Suggestions for the adaptation of printed cards for analytics are included in the *A. L. A. rules*, p. 79-80. A slight variation would be the omission of the slanting line which, in the samples shown, gives at first the impression of a canceled card.

(2) New York state library. The method adopted by the New York state library for printed cards and also, for consistency's

sake, on manuscript cards, is the insertion of the page reference *before* the printed entry; as:

813.44	Marjorie Daw,	see v.3, p.1-144 in
I	Aldrich, (etc., the remainder being the printed	
v.3	Library of Congress entry)	

CATALOGS.	LIBRARIES.	PRIVATE,	see p. 1791-297 in
027.144	Le Roux (etc. - printed card)		
Zg8			

(3) Wisconsin library school. The Wisconsin library school recommends the addition of the paging below the call number, instead of in the curves.

#### Sample cards

1-2 Author analytic when author of analytic is different from author given as heading on main card, and book has a general, inclusive title; continuous paging

##### 1 Main card

821	Armstrong, [John]
A736	Poetical works of Armstrong, Dyer and Green; with memoirs and critical dissertations by George Gilfillan. Edin. Nichol, 1858. 281p. 21.5cm.

##### 2 Author analytic

821	Dyer, John.
A736	Poetical works. (In Armstrong, [John]. Poetical works of Armstrong, Dyer and Green. 1858. p. 99-230)

3-6 Author and title analytics when author of analytic is different from author given as heading on main card, and titles are distinctive; continuous paging

3 Main card

821	Coleridge, Samuel Taylor.
C693r	...Rime of the ancient mariner, by S. T. Coleridge; and the Vision of Sir Launfal, by J. R. Lowell. N.Y. Harris, 1901 <sup>c</sup> 1895 <sup>i</sup> 58p. 2port. 19cm.

4 Title card

821	...Rime of the ancient mariner. 1901.
C693r	Coleridge, S. T.

5 Author analytic

821	Lowell, James Russell.
C693r	Vision of Sir Launfal. (In Coleridge, S. T. ...Rime of the ancient mariner. 1901. p.1331-58)

6 Title analytic

821	Vision of Sir Launfal.
C693r	Lowell, J. R. (In Coleridge, S. T. ...Rime of the ancient mariner. 1901. p.1331-58)

7-9 Author and subject analytics when author of analytic is different from author of main work; continuous paging

7 Main card

948.1 Keary, C<sub>1</sub>harles, F<sub>1</sub>rancis,  
K24 Norway and the Norwegians. N.Y.  
Scribner, 1892. 407p. maps, 17.5cm.

Includes a chapter on Wild flowers of Norway, by Eva Tindall, p. 374-94.

8 Author analytic

948.1 Tindall, Eva.  
K24 Wild flowers of Norway. (In Keary,  
C.F. Norway and the Norwegians. 1892.  
p. 374-94)

9 Subject analytic

948.1 BOTANY. NORWAY.  
K24 Tindall, Eva.  
Wild flowers of Norway. (In Keary,  
C.F. Norway and the Norwegians. 1892.  
p. 374-94)

10 Subject analytic by author of main work; continuous paging but work in more than one volume

917.3 CANADA. DESCRIPTION AND TRAVEL.  
C77 Cook, Joel.  
v.2 Descending the River St Lawrence. (In  
his America. 1900. v.2, p. 1397-514)



**11 Subject analytic by author of main work; consecutive chapters; continuous paging**

914.2 B79	<p>ABERDEEN, SCOTLAND. DESCRIPTION. Boyle), Mrs E. V. (Gordon) Grey stones of Maryculter; Elrick walks; Garden of Ellon castle. (In her Seven gar- dens and a palace. 1900. p.1191-234)</p>
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**12-13 Title analytic by author of main work; continuous paging**

*12 Main card*

J27a	<p>James, Henry. Aspern papers; Louisa Pallant; The modern warning. Lond. Macmillan, 1888. 290p. 19cm.</p>
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*13 Title analytic*

J27a	<p>Louisa Pallant. James, Henry. (In his Aspern papers. 1888. p.1391-95)</p>
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**14-16 Author and subject analytics when author of analytic is different from author of main work; separate paging**

*14 Main card (anonymous book)*

916 W52	<p>Western coast of Africa: journal of an officer under Capt. Owen; Records of a voyage ... by Peter Leonard. Phil. Mielke, 1833. 124+177p. 17.5×10cm.</p>
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*15 Author analytic; separate title-page*916  
W52

Leonard, Peter.

Records of a voyage to the western coast of Africa... and of the service... for the suppression of the slave trade in... 1830, 1831 and 1832. Phil. Mielke, 1833. 177p. 17.5x10cm. (In Western coast of Africa. 1833. 1pt 21)

*16 Subject analytic*916  
W52

SLAVE TRADE.

Leonard, Peter.

Records of a voyage to the western coast of Africa... and of the service... for the suppression of the slave trade in... 1830, 1831 and 1832. Phil. Mielke, 1833. 177p. 17.5x10cm. (In Western coast of Africa. 1833. 1pt 21)

## INDEPENDENTS

**111 Definition.** Books or pamphlets published separately and afterwards bound together, such consolidation not being a part of the publisher's work.

**112 Independents vs separately paged analytics.** *a Analytics.* The separately paged analytic is a part of the book as first published and belongs in all copies of that edition.

*b Independents.* The independent is one of two or more publications issued separately, and afterwards bound together. Of such a combination there may be only a single copy; if there are duplicates each must be prepared individually.

*c Distinguishing marks.* These may appear in the book, showing clearly whether it is a case for analytic or independent treatment, but such marks are sometimes entirely lacking and the treatment must be settled simply in accordance with the cataloger's judgment. In cases of uncertainty incline toward the independent.

(1) Analytic treatment. This may be indicated in various ways; e. g. a title-page mentioning both works, a preface or table of contents treating of both, a cover title (but not necessarily a binder's title or label) including both, continuous numbering of signatures, or (in the case of unnumbered signatures) the beginning of a new group of page numbers in the same signature with a previous group.

(2) Independent treatment. This may sometimes be determined by the cataloger's knowledge of the previous history of the parts, as, for example, that the parts have been combined by the library or by some individual, but the decision often rests merely on the appearance of the book. A difference in publisher or a wide discrepancy in dates may serve as evidence, but frequently there is no means of actually establishing the facts.

**113 Treatment.** Catalog completely, as though an entirely separate work, each part decided on as an independent, but make the following exceptions in minor details.

*a Size.* Give for size, not the size of the cover, as in the case of separate books, but the size of the page of the special work being cataloged. As independents of quite different sizes are sometimes bound together this method gives a better bibliographic description than the use of the cover size. If the difference between the size of the publication and the size of the cover is so great as to affect the place of shelving this difference may be indicated in a note; e. g. Covers, 26 cm.

*b Tracing for the volume as a whole.* Consider the main card for one of the independents (generally the first) as being the main card for the volume and on this give the accession number of the volume, the tracing for added entries for that separate publication, and the number of other sets of cards for the volume, specifying the headings for the main cards for the different sets fully enough to make it easy to find them. If the same heading is used for more than one set the statements should be combined, as "3 sets under Gray, H. M.", or if additional sets have the same author heading as the first, "2 other sets under Thorpe". In case the volume calls for so many different sets of cards that they can not all be satisfactorily traced on the main card a separate official record may be kept (as suggested for the tracing of very numerous analytics, section 110 *m* (4)) referring to this list in the place for the tracing, as "27 other sets; see official list".

*c Tracing of added entries for independents other than the first.* The main card for each of the other independents takes the tracing for its own added entries but no accession number.

*d Note of contents on main card.* On the main card for (generally) the first independent, i. e. the card regarded as the main card for the volume, add a note mentioning the other independents.

(1) If the volume contains only one or two additional works give on the main card the note "Bound with" (specifying the authors and titles of the others) as, "Bound with the author's Autocrat of the breakfast table" or "Bound with the Deserted village, by Oliver Goldsmith; and Sesame and lilies, by John Ruskin". Sometimes the form of a note works out better by the use of the possessive pronoun or the author's name in the possessive, as "his Autocrat of the breakfast table" or "John Ruskin's Sesame and lilies".

(2) If more than two additional independents are included in the volume, give on the main card a more general note, as "Bound with other pamphlets".

*e Note of contents on other cards.* (1) When the volume contains only two or three independents give on all cards for independents other than the first a note mentioning the other work when only one or the other two when the volume contains two other works; as, "Bound with his Letters from British settlers, and his Taxes on knowledge." If two titles are mentioned in the note indicate the author, if known, with each. Otherwise it may not be clear whether they are by the same author or whether the author of one of them is unknown.

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If this note is not given on all cards for other independents than the first, the reader who, wishing one of these, sends for the volume and on opening it sees a different title may not recognize the book as the one called for. For this reason the first publication in the book should be named first.

(2) When the volume contains more than three independents give on all cards for all independents other than the first a note naming the first with an allusion to the others; as, "Bound with Lowell's Vision of Sir Launfal, and other pamphlets".

## 1 Main card

613.1 G86	[Griscom, John Hoskins]	M.D.
	Uses and abuses of air... with remarks on the ventilation of houses. N.Y. Redfield, 1848. 249p.pl.19cm.	
	Bound with Punishment, not preventive, not reformatory.	

## 2 Subject card

613.1 G86	AIR. [Griscom, J. H.]	M. D.
	Uses and abuses of air... with remarks on the ventilation of houses. N.Y. Redfield, 1848. 249p.pl.19cm.	

## 3 Title card

613.1 G86	Uses and abuses of air. [Griscom, J. H.]	1848. M. D.
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**4 Main card for second pamphlet (anonymous)**

613.1

G86

Punishment, not preventive, not reform-  
atory.      No place, no pub.[18-]      36p.19cm.

No title-page.

Bound with Uses and abuses of air, by  
J. H. Griscom.

**5 Subject card for same**

613.1

G86

PUNISHMENT.

Punishment, not preventive, not reform-  
atory.      No place, no pub.[18-]      36p.19cm.

No title-page.

Bound with Uses and abuses of air, by  
J. H. Griscom.

## ADDED EDITIONS

**114 Definition of edition.** The definition of edition given in the *A. L. A. rules*, pref. p. 14, "The whole number of copies printed from the same set of types and issued at the same time", is substantially the same as that given by the *Century*, *Standard* and *Webster*, but *Webster*, with the definition "The whole number of copies of a work printed and published at one time" adds "usually distinguished from an *impression*. In editions after the first, corrections, additions or alterations of the text are made, or the type reset; a second or succeeding *impression* is from the unaltered original plates".

These definitions, except *Webster's*, are based wholly on the earlier method of printing from movable type and the subsequent distribution of the type, involving its resetting for a reissue, which was therefore properly a new edition. With the advances in printing, for a large proportion of the books plates are made corresponding to the pages. These plates are stored and used for reprints which, corresponding exactly to the original, are not properly editions, as brought out in the supplementary statement in *Webster*. Such reprints may be designated as different impressions, issues, reissues or thousands, but these distinctions are of value only for minute bibliographic descriptions and are to be disregarded for class work. In many cases such reprints appear as numbered "editions", but as it is often impracticable to distinguish between such reprints and really new editions it is best to accept for these the publishers' term.

In *Cutter*, p. 19, is the following: "Edition, a number of copies of a book, published at the same time and in the same form. A later publication of the same book unchanged is sometimes styled a different edition, sometimes a new issue, sometimes a different thousand." The phrase "in the same form" is an important supplement to the phrase "at the same time", as a large paper or some other special edition might be "printed from the same set of types and issued at the same time".

For cataloging purposes different editions are those which are subject to some difference in the description on the cards, even though this difference is nothing more than the imprint date (see *Cutter*, p. 19, Title edition). For the importance of recognizing the edition see *Cutter*, 254-56.

*a Editions vs copies.* Exact duplicates are called *copies* and this

term is, according to the policy of the library, extended to include varying degrees of duplication, many libraries using the term to cover, in fiction, entirely different editions unless the number of volumes differs or there is some variation in the division into volumes or there is some special reason for distinguishing a certain edition, as in the case of specially fine illustrations or of an edition sufficiently well known to be called for in preference to others. Under this plan for the treatment of fiction the entire statement of imprint and collation is omitted, except the number of volumes when more than one. When the distinguishing feature consists of the illustrations or editor etc. it is best brought out in a note.

**115 Definition of added edition.** As defined in *Cutter*, p. 13, an added edition is "another edition of a work already in the catalog."

**116 Treatment of added editions.** When an edition is added to the library it is customary, when practicable, to add the catalog entry to the cards already made, thus procuring the double advantage of economy of labor and a compact presentation of the entries to the eye of the reader.

When an edition is to be added to cards already made the extra entry should be made on all cards to which it applies, according to directions *a-h* given below, subject to such variations in fulness of entry as are called for by the different kinds of cards. Omit a line between entries when there is room, except on series cards, where the regular rule for arrangement in series should be followed.

An exception to the general method for adding editions must frequently be made on series cards; i. e. if the work to which an edition is to be added is the latest entered on the series card follow the general rule for added editions, but if, on the series card, entries for other works follow the original entry for the work in question, it will generally be best to make, on the series card, the entry for the added edition as an entirely distinct entry, following those already made.

For the entry of added editions on the author card only, see *Cutter*, 179, but notice that the illustrations are for very special cases.

**a Author's name.** Indicate the repetition of the author's name by a dash about one centimeter long, beginning at the outer indention, at the height of the top of lower case letters, on manuscript cards. On typewritten cards use the dash if there is one on the machine; otherwise use the hyphen, not the underline.

No account need be taken of the point if one edition is published under the author's name and one anonymously, nor of a different fulness of author's name on different title-pages.

**b Title.** Indicate the repetition of the title by the word Same (underlined) to represent either the whole title or merely the title



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proper, according to the correspondence between the two title-pages. Write this word after the dash, at the distance of the ordinary space between words, on either manuscript or typewritten cards.

(1) Titles wholly or partly identical. If the whole title is identical the word Same is sufficient to indicate the repetition, but if only the title proper is identical, some variation occurring in the statement of edition, the word Same should be used to represent only the title proper and the statement of edition should be written out in the same fulness as would be used if the entry stood alone on the card, the semicolon being used to separate this statement from the word Same, as though, instead of the latter, the title was written out.

(2) Longer entries added to shorter. If the original entry contains no statement of the edition and the second entry contains such a statement, the second may be added to the first, with the supplementary information added, but if the earlier entry has a statement of edition and the later entry has no such statement the later entry should not be added to the earlier and longer entry, as the word Same would in this case imply the repetition of the entire previous title.

A longer title proper may be added to a shorter, either by the addition of the supplementary information (unless this would result in awkward phraseology) or by the use of . . .

(3) More than two editions. When two editions are already given on the card, if the first entry has no statement of edition and the second has such a statement, subsequent editions *lacking* such a statement should not be added as they would be likely to be understood as corresponding to the second entry, but if the first entry has no statement of edition and the second and following entries have such a statement, in order to avoid any possible misunderstanding on the part of the reader, it is safest to write out the statement of edition with each, even though the wording is exactly the same.

(4) Different editors. Although the rule for adding editions to a card when there is a variation in the statement of edition, would allow on the same card the combination of editions by different editors, this would not generally be advisable, as the library which would have editions by different editors might also have extra editions by the same editor and it would therefore be better to give separate cards to editions by different editors.

(5) Slight variations in title. In libraries doing minute bibliographic work it would be undesirable to allow even very slight

variations to pass under the word Same, but for most libraries serving mainly a miscellaneous public it would not be practicable to observe such variations and it need not be done in class work, e. g. *French revolution in 1848* and *French revolution of 1848*, or the omission in a later entry of a subtitle or alternative title. When ... are used in the earlier entry to indicate omissions, they may be disregarded in applying the word Same, considering this as covering only the actual written words. Correspondingly ... to indicate the series note etc. at the head of the title-page for the additional entry are not to be used before the word Same. Occasionally when different editions are being cataloged at the same time the titles may be shortened with special reference to agreement in the catalog entries, provided that nothing very important is thereby omitted.

*c Imprint, collation and series note.* At intervals of a centimeter give the imprint and collation in such fulness as is called for by the special cards, i. e. author; subject, title, editor etc.; also the series note on the cards on which it regularly appears. These details are given with each entry, even if they are identical with those in the edition previously cataloged.

*d Notes.* Notes should be given with each entry as applicable, except that notes given with the first entry may be referred to in the later entries if they are equally applicable to these and appreciable space is thereby saved; as, "For notes of biography and bibliography see entry above" or "Contents as in entry above except for the addition of the following:" (giving supplementary items). Occasionally, if thought important for the sake of distinguishing editions (for example, two of the same date) such notes may be added on short-entry cards (e. g. title or editor) as would not ordinarily be given; as "London ed." and "New York ed." or the series note may be given after the imprint and collation or the name of the edition may be given after the title.

*e Treatment of author's name and title on main vs secondary cards.* The indication of the author's name by a dash, followed by the word Same, representing the title, is common to all cards, no attempt being made to indicate a repetition of the heading for subject or editor cards, etc. On the title card this arrangement reverses the regular order for title cards but the reader will not analyze this detail and the opposite arrangement would, though more logical, be less easily understood.

*f Order of entries.* The later edition would naturally follow an earlier, but if the later one was cataloged before the earlier one

## 116f-h

came to hand the earlier would be added to the later except when some difference in *title* made this undesirable. When different editions are being cataloged at the same time, if the later edition has the shorter title it is sometimes desirable for that reason to give it the first place on the card, regardless of the date. Differences in imprint, collation or series need not be considered in the order of entries.

*g Call numbers.* The call number for each edition is given at the left edge of the card, opposite its own entry.

*h Accession numbers.* Accession numbers for all editions cataloged should be given on the back of the main card and should be distinguished; as,

1124	ed. 7		1848		Edin.
1956	" 9	or	1865	or	Lond.

While some distinguishing mark should be given with the accession number for each edition, the different editions on a card do not always lend themselves to the same treatment, e. g. the number of the edition may be given with one edition and a publisher or series note with another.

## Author card

239	Harnack, Adolf.
H22	What is Christianity? ... lectures delivered in the University of Berlin ... 1899-1900; tr... by T.B.Saunders. Lond. Williams & N. 1901. 301p.23cm. (Theological translation library)
239	——— Same; 2d ed. revised. N.Y. Putnam,
H22a	1906 [c'01] 322p.21cm.

Subject card

239	CHRISTIANITY.	
H22	Harnack, Adolf.	
	What is Christianity? ... lectures delivered in the University of Berlin ... 1899-1900; tr... by T. B. Saunders. Lond. Williams & N. 1901. 301p.23cm. (Theological translation library)	
239	—— Same; 2d ed. revised.	N.Y. Putnam,
H22a	1906 [c'01]	322p.21cm.

Translator card

239	Saunders, Thomas Bailey,	tr.
H22	Harnack, Adolf.	
	What is Christianity?	1901.
239	—— Same.	1906.
H22a		

Title card

239	What is Christianity?	1901.
H22	Harnack, Adolf.	
239	—— Same.	1906.
H22a		

INDEXES, KEYS, SUPPLEMENTS, ATLASES AND  
PORTFOLIOS

**117 Treated like added editions.** Separately published indexes and keys are to be treated like added editions, with the dash to represent the original author, and the word Same the original title, these being followed (generally after a comma) by the additional title of the index or key, including the name of the editor or compiler, for whom an added entry should be made. Supplements should be treated in the same way unless so distinct as to fall under *A. L. A. rules*, 14. Atlases and portfolios may, if desired, be treated on the same plan, as an alternative to the method suggested in 17*h* (2) and 18*d*.

**Index, with main entry under author**

808.2	Klein, Julius, Leopold	
K64	Geschichte des drama's.	Lpz. Weigel,
	1865-76.	13v. in 15, 24cm.
808.2	——— Same, Register-band . . . bearb. von Theo-	
K64	dor Ebner.	Lpz. Weigel, 1886. 128p.
v.o	24cm.	

808.2	Ebner, Theodor,	ed.
K64	Klein, J. L.	
v.o	Geschichte des drama's, Register-band.	
	1886.	

## Index and supplement, with main entry under title

032  
qE5                      Encyclopaedia Britannica: a dictionary of  
arts, sciences and general literature; 9th ed.  
Edin. Black, 1875-89.            24v. illus. pl. maps, plans,  
diagr. 28.5cm.

032                      Same, Index to; with list of contributors  
qE5                      and key to their initials.            Edin. Black, 1889.  
v.0                      499p. 28.5cm.

032                      Same; New American supplement ... ed.  
qE5                      under the ... supervision of D. O. Kellogg ...  
v.25-29            N.Y. Werner, 1900.            5v. illus. port. maps, 27.5cm.

032  
qE5                      Kellogg, Day Otis,            ed.  
v.25-29            Encyclopaedia Britannica; New American  
supplement.            1900.            5v.

## PERIODICALS

**118 Definitions.** For definitions of Periodical and Serial see *A. L. A. rules*, pref. p. 15-16, and *Cutter*, p. 21-22.

**119 General treatment.** For general treatment read *A. L. A. rules*, 121, and *Cutter*, 133.

**120 Form entry.** Read *Cutter*, 192, but do not follow for class work. In a small library a list of the periodicals may be bulletined and a reference to this made in the catalog under the heading PERIODICALS. In a large library a more practicable method would be a general reference; as,

### PERIODICALS.

For general periodicals see their names;  
as, Century magazine.

For periodicals on a special subject see  
name of that subject, subhead PERIODICALS; as,  
EDUCATION. PERIODICALS.

**121 Fulness of description.** The many variations which are liable to occur among the different volumes of a serial set make it impracticable to give as minute bibliographic descriptions for periodicals as for books in general, while the wide distribution of periodicals makes their contents and character more generally known than is the case with other works, and a full and exact description consequently less important.

**122 Groups.** Periodicals may, for cataloging, be divided into two groups:

*a* Those which have ceased publication and of which the library has complete sets.

For these the cataloging follows the same general plan as for other books in several volumes, but certain exceptions are made to correspond to the treatment required for current periodicals and incomplete sets, as specified below.

*b* Those which are still being published, or those of which, though having ceased publication, the library set is incomplete.

**123 Main entry.** *a Position.* Make the main entry under the title, beginning at the *second indention* as for an anonymous book, but entering on the *top line*. This is the method in general use and

## 123a-b (3) (b)

is justified in its divergence from treatment of previous classes of books, by the fact that for periodicals not only will no author's name ever be filled in, but periodicals constitute a large class of publications and it seems undesirable to lose needlessly, the use of the top line for so many entries.

*b Title.* As variations are likely to occur on the title-pages of different volumes it is very desirable to include on the cards for all periodicals of which the library has not complete, finished sets, only those parts of the title which are really important, either as standing out prominently in the title proper or as showing the scope of the work. The latter point may often be covered by a condensation of the descriptive part of the title.

(1) Frequency of publication. When the frequency of publication is given as an integral part of the title proper (e. g. *Quarterly journal of economics*, or *Atlantic monthly*) and not merely as a descriptive term, it is necessary to retain it, but otherwise it is better to omit it from the title and give it in a note (see *A. L. A. rules*, 121), as this is a detail very liable to change. When there is a change in the frequency of publication of a periodical which includes this as an integral part of the title, the case comes under the treatment for "Changed titles", given below.

(2) Editors. For editors also it is better to omit the names from the title and give in a note instead.

(3) Dates covered by volumes. (a) Finished and complete sets. It is well to give in the title on the card for periodicals which have ceased publication and of which the library sets are complete, the inclusive dates covered from beginning to end of publication, supplying these dates in brackets when not given on the title-page. If dates are given on either the first or last volume and not on the other the missing date should be supplied in brackets. If the dates used do not coincide with the beginning and end of the years it is desirable to include the names of the months in this title-date statement, bracketing if not given on the title-page.

(b) Current or incomplete sets. Correspondingly it is well on cards for sets which are still being published or for those of which, though finished, the library sets are incomplete, to include in the title the date of beginning of the earliest volume in the library, followed by a dash and space, unless this date is for the last volume of a finished set, in which case the inclusive dates for the volume should be given. If the first volume in the library is not the first volume in the set, the date when it began should be given in *pencil*.



## 123b(3)(c)-c(3)(a)

(c) Abbreviations for months. For names of months the common abbreviations are to be used.

(4) Information supplied or omitted. If information is actually supplied in the title, e. g. the name of the month, it should be bracketed, but, in view of possible variations on title-pages, ... need not be used to indicate omissions.

(5) Treatment of complete vs incomplete sets. With complete, finished sets the cataloger has before him all the title-page variations which must be taken into account, and, with this definite knowledge of the facts, can shorten the title more to his satisfaction than when dealing with possibilities, but it is convenient to have the same general rules cover, as far as possible, both finished and unfinished sets. Accordingly it is desirable to omit from the title as freely as can be done without the loss of any information of real value.

*c Imprint.* Give place and publisher as usual, as long as they remain unchanged.

(1) Place changed. Changes in place of publication are less frequent than changes in publisher, for which directions are given below under “(2) Publisher changed”, which rules may be adapted, as far as needed, to changes in place.

(2) Publisher changed. When a set is published by a firm which has changed its name, the name may be given as in the earliest volume in the library, followed by [etc.] or if, up to the time of cataloging, there has been only one change of name, both forms may be given, as “Jansen, McClurg & co. (later A. C. McClurg & co.).”

When a set has had two publishers, both names may be given, as for *Galaxy*: “W. C. & F. P. Church, 1866-68; Sheldon & co. 1868-70,” or the first or the more important may be given in the imprint, and the other mentioned in a note.

When a set has had several publishers, the first or most important may be given in the imprint and a note added “Several changes of publisher.” If the name of the current publisher is not the one given in the imprint, it should be furnished in a note, with the date from which it was connected with the publication, e. g. “Published by the International magazine co. 1897-*date*,” the word “date” being written in pencil.

(3) Imprint dates. (a) Finished, complete sets. Imprint dates and copyright dates are to be given for finished, complete sets, as for any other set of books; i. e. the first and last dates should be

## 123c(3)(a)-e(1)

given, connected by a dash. When neither imprint nor copyright dates are given, dates are to be supplied in brackets, in agreement with the publication of the *end* of the first and last volumes.

(b) Current or incomplete sets. For periodicals of which the library has not finished, complete sets the imprint date is to be omitted, the information being sufficiently and more satisfactorily covered by the "Library has" statement, made with such periodicals. (See *e* below.)

*d Collation.* (1) Volumes. Give the number of volumes for a periodical of which the library has a finished, complete set, as 27v. If the periodical ceased publication with only one volume, give the volume number, followed by the number of pages; as, v.1, 461p. For a periodical of which the library has not a finished, complete set, omit, in the collation, any mention of volumes.

(2) Illustrations. Indicate illustrations only when the magazine is generally illustrated. Do not distinguish kinds of illustrations but include all under the term "illus".

Exceptions may in rare instances be made where the distinct kind is important as such, e. g. the plates in some specially fine scientific or art periodical, or the maps in a geographic magazine.

(3) Size. Since periodicals frequently change their size as published, or slight variations occur in the binding, it is often impracticable, with a minute measurement system, to record the changes, and therefore, for the sake of uniformity, the size is to be omitted for all periodicals.

*e "Library has" statement.* On the main card for periodicals not finished and complete (i. e. those sets to which volumes are liable to be added) stamp the words "Library has" at the second indentation, on the line below the collation unless the title, imprint and collation occupy only one line, in which case omit a line before the stamp.

Follow the stamped phrase by a columned statement of the volumes actually in the library. For a long block of consecutive volumes give the statement in groups of e. g. 10 or 20 volumes each. If the library has v.1, begin the enumeration on the line below "Library has". Begin at the outer indentation, giving inclusive volume numbers for each group, followed by the corresponding period covered (including the months unless the periodical year corresponds to the calendar year). The dates given on the cards correspond to the title dates, not to the imprint dates.

(1) Broken sets. In the case of broken sets leave space, according to judgment, for missing volumes. The insertion of added

## 123e(1)-f(2)

volumes will often be helped by writing in *pencil* the numbers immediately preceding or following a gap, if more than one volume is missing; but it is better, even when only one volume is missing, to leave the blank line, to make the fact more distinct. In the treatment of current sets the last volume number and date should be given in pencil unless the volume is, according to the plan adopted for the size of groups, the last of a group.

(2) Single series of volumes. When the enumeration consists simply of a single series of volume numbers, followed by the years, two columns can generally be given on a card.

(3) More than one series. When a periodical has been published with more than one series of volume numbers (see *A. L. A. rules*, pref.p.16, definitions for Series, paragraph 3) give: (a) the volume numbers actually used (generally the continuous voluming of the set); (b) in curves, the designation of the special series, with its own volume numbers; as (ser.2, v.1-10) or (new ser. v.1-10) or (old ser. v.34-43); (c) the period covered.

Examples: v.11-20 (ser. 2, v.1-10) Nov. 1883-Oct. 1888  
v.1-10 (old ser. v.34-43) 1892-96

As the term "new series" may be used on the title-page for more than one series of the same periodical it is better to give the *number* of the series when known.

If the periodical index used in the library refers to the volume numbers of a series later than the first adapt the cataloging of the special periodical to the usage of the index.

Frequently when a series has been completed at the time of cataloging, it is convenient to give an entire series as a group; e. g. v.4-12 (ser.2, 9v.) Jan. 1892-June 1896.

(4) "Library has" set completed. When a set for which the "Library has" card has been made, ceases publication and the library set is complete, this card is rewritten, substituting for the "Library has" statement the completion of the date in the title and the addition of the inclusive imprint dates (as directed above under c(3)(a) for "Finished, complete sets") and adding a note, recording the discontinuance of the publication.

*f Miscellaneous notes.* (1) Order of arrangement. Except for the "Library has" statement, which, as of the greatest interest to the reader, is to be given on the first card, the order of notes prescribed by the *A. L. A. rules* and the Library of Congress (*A. L. A. rules*, 121) is to be followed.

(2) Frequency of publication. The frequency of publication should always be given in a note except when retained in the title.

(3) Variations in title. In the place where important variations in title should be specifically given (*A. L. A. rules*, 121, (b)) the phrase "Minor changes in title" may be used for facts covered by that statement.

(4) End of publication. For finished periodicals, generally after all other notes, say, e. g. "Discontinued" (with the date), or "Merged in" (with the title of the other periodical and the date). In notes referring to another periodical in the library, the call number of the periodical referred to should be included with the title.

(5) Separate notes card. A separate card should be used for miscellaneous notes for all periodicals except those of which the library has finished, complete sets, keeping, for other periodicals, the first card clear for the "Library has" statement, and allowing for the insertion of extension cards to continue this statement.

If a periodical for which such a separate card has been made, ceases publication, and the first card is rewritten as finished and complete, the separate notes card may be retained if the notes are long or numerous, but if few and short they may be transferred to the first card.

(6) Space between notes. On cards to which additions are likely to be made, it is well to leave space between such groups of notes as changes of title and changes of editor, to allow for the insertion of information for earlier or later volumes.

(7) Indention. Use regular paragraph indention, except that in the case of notes for editors, if the information runs over the line, a further deep indention may be employed to allow the use of ditto marks for the phrase "ed. by", thereby making these notes stand out clearly as a group (see sample card on p. 151).

*g Indexes.* If a periodical has an index covering several volumes, catalog this separately as follows:

In the case of a finished, complete set, add the entry to the first card if there is room, according to the plan for added editions (section 117). For current or incomplete sets, make the entry in the form for an added edition on a *separate* card, to be filed after the "Library has" statement and before the miscellaneous notes.

Use the word *Same* to represent the title of the periodical, as is done for titles in the case of added editions. Then, after a comma, give the title of the index, with full imprint and full collation, according to the rules for any other separate work, using ... and brackets according to regular rules. The name of the periodical,

**123g-124b(3)**

being represented by the word Same, need not generally be repeated in the title of the index. This omission need not be indicated by ... unless the phrasing seems less awkward with these than with what would otherwise be used to represent the inverted arrangement, e. g. "Same, General index to; from the 20th to the 40th volumes" or "Same, General index ... from the 20th to the 40th volumes".

Notes about the index cataloged, or entries or notes for any other indexes for the set are given on this card.

If a consolidated index for previous volumes occupies only part of a volume (e. g. Index to v. 1-20 occurring as a part of v. 20) or if a separate index volume is regularly numbered in with the set instead of being unnumbered, as is generally the case, it may be given either as an analytic entry or as a note, but in either case should be given on the separate card for indexes.

The call number for the index, including the volume number, is written in the margin, opposite the index entry, as for an added edition.

**124 Added entries for subject, editor etc. a Position.** Begin the title of the periodical on the line following the heading, but at the *outer indentation*.

This is contrary to all previous rules for title-entry indentation but is desirable as making the entry word more conspicuous and presenting in general a better appearance on the card. The alternative, covering the same points, would be the omission of one line after the heading, with the second indentation for the title entry, but this results in dropping the entry one line and the advantages seem to be greater with the first method, which is to be followed for class work.

*b Title, imprint, collation, indexes and notes.* (1) Subject cards for finished, complete sets. Give the title, imprint, collation, indexes and notes as on the main card, subject to such differences in title or notes as might occur with other books.

(2) Subject cards for "Library has" sets. On subject cards for sets for which the main card contains the "Library has" statement, give a short title and in place of the other facts given on the main card, stamp the note (omitting one line after the title) "For full statement of volumes in library see card beginning" (adding by pen or typewriter the entry words for the main card, making the reference full enough for identification to be reasonably sure and easy).

(3) Editor cards. Give the editor's name according to the usual rules, bracketing such parts as do not appear on the title-page.

If variations occur on different title-pages do not bracket forms which

occur on any of the title-pages at hand when the cataloging is originally done, but do not feel obliged to alter the brackets if volumes appearing later have fuller forms.

Use a short title, inclusive imprint dates for volumes covered by the editorship represented by the card, and the inclusive volume numbers, as v.1-9, unless the editorship is known to cover an entire finished set, when, instead of inclusive volume numbers, the total number of volumes may be given, as 9v. If the library lacks some of the volumes represented in the collation this fact should be stated in a pencil note. If, because of breaks in the set of volumes, the period of editorship is uncertain, the doubtful dates and volume numbers should be given in pencil. If the editor card includes the current volume of the periodical, give instead of the ~~date~~ and number of the latest volume, the word "date" in pencil; as, "1899-date. v.25-date"; to avoid changing with each successive volume, but using the pencil to allow for change when the editorship ceases.

**125 Added entries for partial titles.** When a partial title card is needed for a periodical, give the partial title on the top line, second indention, coming back to the outer indention if it runs over the line.

Instead of writing the full title in its regular place, stamp and fill out the reference to the full title, as on subject card; e. g.

051

Columbian magazine.

C72

For full statement of volumes in library see  
card beginning

Columbian lady's and gentleman's magazine.

As the arrangement corresponding to the ordinary partial title card would be awkward and perhaps confusing, this form might be retained, even after the set was finished and complete.

**126 Changed titles.** When a periodical makes a decided change in its name some libraries catalog under each title the volumes thus published, some libraries catalog the whole set under the earliest title with either added entries or references under later titles, some libraries (see Library of Congress practice, *A. L. A. rules*, p. 37) catalog the whole set under the latest title, with added entries or references under earlier titles, while others catalog the whole set under what was the latest title at the time the periodical

was originally cataloged, with added entries or references under both earlier and later forms. With any of these treatments notes should be used freely to show connection with earlier and later forms, and the call number of a periodical mentioned in a note or reference should be given with its title.

*a Editor cards.* When an editor card is made for a periodical which has changed its title, it is better to use on the editor card the title under which the periodical was published during the special editorship, but if this extended over the change of name the title covering the longer period of editorship (or the current title if included under the editorship) would be preferable. In all cases where the editorship covered more than one title, and in many other cases, as e. g. a periodical much better known under a different form of title, notes should be added referring to the other form or forms.

**127 "Merged in" or "Incorporated with."** Frequently one periodical is combined with another. Such periodicals may all be regarded as either "merged in" or "incorporated with" the other periodical, or a distinction may be drawn between the two phrases, "merged in" being used for a periodical which seems at once to lose its identity, "incorporated with" when for a time after the combination both periodicals seem to retain a clearly defined existence, as in the preservation of both names, e. g. *Academy and Literature*. The distinction in the phrase would be observed only in the notes, the treatment of the periodicals being the same; i. e. the periodical "merged in" or "incorporated with" the other would be cataloged as a finished publication, taking into consideration whether or not the library set was complete. At the end of the notes the final step would be recorded; as, under *Literature*: "Discontinued. On Jan. 18, 1902 incorporated with the Academy (052 qA16)."

On the card for the periodical in which the other was merged or with which it was incorporated, a note should be made of this fact; as, under *Academy*, a note: "On Jan. 18, 1902 Literature (052 qL7) was incorporated with the Academy."

**128 Call numbers.** Call numbers should be given in their usual place, for all entries, and when applying to only part of a set, as for the editor of part of a set, the inclusive volume numbers covered should be included in the call number.

This rule for the inclusion of volume numbers should *not*, on the ground that the library has only part of the volumes, be applied on main cards and subject cards for incomplete sets.

*a Latest volumes of current sets.* When volume numbers for the latest volumes of a current set are to be indicated in the call number, write the number of the first volume concerned, followed by a

051

dash, e. g. L25 On editor cards for current sets, even when  
v.23-

the editorship has continued from the beginning, it is better to include the volume number in the call number, as v.1-

*b Brackets.* Brackets are not to be used for volume numbers in call numbers, even when they are used in the collation (i. e. when they are not furnished by the volumes to which they apply).

**129 Accession numbers.** For a periodical which ceased publication after a few volumes, or for one or two odd volumes of a set which the library is not likely to complete, accession numbers may be given in their usual place, followed by the volume numbers.

For a current set and in other cases where there are many accession numbers, instead of specifying these numbers it is better to write in their place "See shelflist".

**130 Capitalization.** For capitalization follow section 3 above.

### Sample cards

#### Finished, complete set

##### 1 Main card

595.78  
P21

Papilio: the organ of the New York entomological club; devoted exclusively to Lepidoptera, 1881-84. N.Y. [pub. by the society?] 1881-84. 4v.illus.

Published irregularly.

v.1-3 ed. by Henry Edwards.

v.4 " E. M. Aaron; pub. in Philadelphia.

After v.3 the club's connection with Papilio ceased.

Discontinued with v.4, Dec. 1884.



*2 Subject card*

595.78

P21

## LEPIDOPTERA.

Papilio: the organ of the New York entomological club; devoted exclusively to Lepidoptera, 1881-84. N.Y. [pub. by the society?] 1881-84. 4v. illus.

Published irregularly.

v.1-3 ed. by Henry Edwards.

v.4 " E. M. Aaron; pub. in Philadelphia.

After v.3 the club's connection with Papilio ceased.

Discontinued with v.4, Dec. 1884.

*3-4 Editor cards*

595.78

P21

v.1-3

Edwards, Henry, ed.  
Papilio. 1881-83. v.1-3.

595.78

P21

v.4

Aaron, Eugene M[urray] ed.  
Papilio. 1884. v.4.

*5 General secondary card*

595.78

P21

v.1-3

New York entomological club.  
Papilio: the organ of the New York entomological club. 1881-83. v.1-3.

PERIODICALS

151

119-130

Current, complete set

6 Main card

905  
E58

English historical review, 1886- Lond.  
Longmans.

Library has

v.1-10 1886-95  
v.11-20 1896-1905  
v.21-27 1906-12



See next card

905  
E58

2  
Same, General index... v.1-20, 1886-1905...  
Lond. Longmans, 1906. 59p.25.5cm.

v.0

I



See next card

905  
E58

3  
Published quarterly.  
v.1-5 ed. by Mandell Creighton.  
v.6 " Mandell Creighton, S. R. Gardiner and R. L. Poole.  
v.7-16 " S. R. Gardiner and R. L. Poole.  
v.17-date " R. L. Poole.

*7 Subject card*

905 HISTORY. PERIODICALS.  
E58 English historical review.

**For full statement of volumes in library see  
card beginning**  
English historical review.

*8-10 Editor cards*

905 Creighton, Mandell. bp. ed.  
E58 English historical review. 1886-91. v.1-6.  
v.1-6

905 Gardiner, Samuel, Rawson, ed.  
E58 English historical review. 1891-1901. v.6-  
v.6-16 16.

905 Poole, Reginald Lane, ed.  
E58 English historical review. 1891-date. v.6-  
v.6-date.

PERIODICALS

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119-130

Incomplete set

11 Main card

051  
W92

World's work, Nov. 1900-  
Doubleday. <sup>1</sup>Illus.

N.Y.

Library has

v.1-9 Nov.1900-Apr. 1905

v. 12-18 May 1906-Oct. 1909



See next card

<sup>1</sup> Capitalized at the beginning of a group.

051  
W92

<sup>2</sup>  
Published monthly.  
v.1-18 ed. by W. H. Page.

12 Editor card

051  
W92  
v.1-

Page, Walter H[ines], ed.  
World's work. v.1-9, 12-18. [c1901]-09.

## ALMANACS AND YEARBOOKS

**131 Treatment.** Almanacs and yearbooks are to be cataloged in general like periodicals (see *A. L. A. rules*, 123).

*a Dates.* Dates for annuals may, if desired, be omitted from the title when given in the "Library has" statement.

*b Place.* The separate name of the place may be omitted from the imprint when included in the name of the publisher; as, Brooklyn daily eagle.

*c Volumes.* Such phrases as "annual issue," "10th edition" etc. are often used with the meaning of volume and are to be listed under that term, without brackets when the fact is taken from the title-page of the special volume to which the number belongs. Sometimes the information to the effect that the issue in hand is a first or second volume, etc. is given in some such place as the preface or cover and in such cases the volume number is to be given in brackets. When nothing corresponding to a volume number is given, years may be used alone.

## DIRECTORIES

**132 Treatment.** Follow *A. L. A. rules*, 125. Read also *Cutter*, 115.

When subject entries are not made, some libraries enter local directories under such form of the title as will make the name of the place the entry word.

The added entry under the compiler of periodical directories is often unimportant and may be omitted by most libraries.

For treatment of such phrases as "annual issue," "10th edition" etc. and use of dates in titles see under "Almanacs," section 131.

## CORPORATE ENTRIES

**133 Corporate vs personal authors.** The essential difference between corporate entries and the main part of the previous work of the course is the use of the name of a corporate body instead of the name of a person as the author of the work. See definitions of Author, Author entry and Corporate entry in *A. L. A. rules*, pref. p. 13-14; and of Author and Author entry in *Cutter*, p. 14. For the choice of headings for various kinds of corporate bodies follow the detailed directions given in *A. L. A. rules*, p. 17-33.

For a discussion of the use of corporate headings see *Cutter*, from the bottom of p. 39, through rule 45 on p. 41.

**134 Complete works vs serials.** Corporate entries fall into two important divisions: complete works and serials (see definition of Serial, in *A. L. A. rules*, pref. p. 16).

*a Complete works.* Complete works follow the general rules for the ordinary books.

*b Serials.* Serials, i. e. transactions, proceedings etc. are, except for the use of the author heading, treated like periodicals, the "Library has" statement being given on the main card and a reference made to the main card from the subject card.

**135 Reports.** Reports form an important part of the publications of corporate bodies and may fall into either of the two divisions:

*a Complete works.* In this division belong the completed reports of special investigations, etc.

*b Serials* In this division belong all reports which may be expected to continue indefinitely, as annual or biennial reports.

Generally it is easily determined to which class a report belongs, but occasionally reports appear which do not show whether or not they are to be continued and in such cases the cataloger must depend upon his own judgment, aided by such information as he may be able to obtain from outside sources.

**136 Author retained in title.** When the title of the book is something different from the ordinary line of titles for society publications it is often necessary to include in the title on the cards the whole or part of the name of the society or institution, in order to show the relation between the author heading and the title, e. g. "Lectures delivered under the auspices of the ... society". As in the case of individual authors, ... need not be used

**136-139**

to indicate the complete omission of the author heading but should be used to indicate the shortening of the designation, as shown above.

**137 Publisher.** As the corporate author is generally also the publisher this point may be assumed and the publisher's name omitted from the imprint except when it is different from the main author heading. A printer's name in the publisher's place on the title-page is to be used only in case of special doubt. The argument is specially strong in favor of the author as publisher, in the case of serials, where the printer is likely to change from year to year.

When thought best the name of the society or institution may be given as publisher. In such cases it is to be written either in its regular form; as, "Univ. of Illinois"; or transposed; as, "Illinois univ." even though the author form would be "Illinois. University"; or such a phrase as "pub. by the society;" or "(pub. by the university;" may be substituted.

**138 Spacing in headings.** Subheads in corporate headings are to be set off by a period and one space.

In some libraries they are distinguished by a dash or by underlining but for class work only the period and the space are to be used, on the analogy of the work with the subject subheads.

**139 Brackets.** *a Variation from title-page.* Brackets are not to be used in corporate headings to show variation from the form given on the title-page, as such variation becomes necessary in a large proportion of cases in order to procure any approach to uniformity in method.

*b Matter supplied.* Occasionally to distinguish corporate bodies or to define their character, it is desirable to supply a word which does not properly belong to the corporate name. Such supplied matter should be bracketed; as, St Peter's (Episcopal) church.

## GOVERNMENT DOCUMENTS

**140 Government documents vs society publications.** In the matter of cataloging, government documents fall into the general class of the publications of corporate bodies. The principal points in which they differ from society publications, etc. is the much more general need for subheads in the author headings, and the liability of departments to change their names, of bureaus to change their departmental relations and of serial publications to change their forms or titles or to be transferred from one department to another.

**141 Change in author or title.** In the case of a change in author or title the entire series may, as with periodicals, be entered under one form with a reference from the others, or the publications appearing under each form may be cataloged under that form, with notes showing the relations to earlier and later forms. The latter method is generally the simpler and also seems the fairer in the case of independent commissions which have become subordinate bureaus, or for publications which have been transferred from one bureau to another.

**142 Reference list.**

A. L. A. rules, p.17-21.

American library association. Papers and proceedings, 1903, 25:176-89; 1908, 30:382-406; 1909, 31:313-29.

Cutter, p.39-43.

Everhart, Elfrida. Handbook of United States public documents. H. W. Wilson co. 1910.

Reviewed by J. I. Wyer, jr, in *Library journal*, May 1910, 35:221.

Hasse, A. R. United States government publications. Library Bureau, 1902-03, pt 1-2.

Wyer, J. I. jr. United States government documents. 1906. (Library School bulletin 21)

——— U.S. government documents in small libraries. Amer.lib.ass'n, 1910. (Library handbook, no. 7)

**143 Author heading.** In general follow *A. L. A. rules*, p. 17-21, but for subheads prefer the inverted form, adopting the usage of the Superintendent of documents.

**144 Title entries.** Some publications, e. g. the *Farmers' bulletin* and the *Experiment station record*, are so well known by their titles that the most satisfactory treatment may be to make the main entry under the title, with a general secondary entry under the department or bureau issuing the publication.



## 145-146a

**145 Subject entry vs reference.** A subject *entry* for each official publication (unless of too general a character, e. g. the president's message) is the most satisfactory, but a device by which time may be saved in some cases is the *reference* from subject heading to author heading. The greatest value of such a reference is in the case of a department which issues many publications falling into the same general subject, e. g. individual entry for the publications of the United States department of agriculture would probably require many cards under the subject heading AGRICULTURE. U.S. and allied topics and it would be a decided saving to refer, i. e.

AGRICULTURE. U.S.            see also  
U.S. Agriculture dep't.

If such a reference is made for an individual work instead of for the department publications in general, the reference should include the title of the work referred to, but generally in such cases added entry would be preferable to reference, but it is well to follow the same principle in the "For full statement" note on subject cards for serials, e. g.

331 K16	<p style="text-align: center;">LABOR AND LABORING CLASSES. KANSAS. Kansas. Labor and industry bureau. Biennial report.</p> <p style="text-align: center;">For full statement of volumes in library see card beginning Kansas. Labor and industry bureau. Biennial report.</p>
------------	---

**146 References and added entries.** As there is much uncertainty as to the form under which a book will be looked for in the catalog, references and added entries should be made very freely.

*a From names of departments etc.* Reference should always be made from the name of a department to any of its bureaus under the names of which works have been entered, and often reference should be made from the name of the department or bureau without the name of the country, e. g.

Post-office department,            see  
U.S. Post-office dep't.

Longer forms for this and the following references may, if preferred, be made on the analogy of the "see" and "see also" subject references used by the Wisconsin library school, as shown in section 32 above.

Occasionally notes should be added to reference cards, e. g.

U.S. Fish commission,	see also
U.S. Fisheries bureau.	

On July 1, 1903 the commission became the Fisheries bureau, under the direction of the Commerce and labor department.

*b From chiefs of departments.* If an individual has become well-known as the chief of a department it is often desirable to refer from his name to the official heading, e. g.

Harris, William Torrey,	see also
U.S. Education bureau.	

In other cases, editor, compiler or general secondary cards are to be preferred for the individual.

*c From magistrates.* For kings, governors, mayors, prelates etc. whose official publications seem to carry a greater degree of personal responsibility than the average official publication, a more definite form of reference may be used, e. g.

Cleveland, Grover,	pres. of U.S.
--------------------	---------------

For official papers see

Buffalo. Mayor.  
New York (state). Governor.  
U.S. President, 1885-89 (Cleveland)  
U.S. President, 1893-97 (Cleveland)

In the case of governors' and mayors' messages, etc. if they follow a uniform plan and the dates and personal name are not included in the heading, the main card is generally best made in the "Library has" form, listing the messages etc. by dates, followed by the name of the individual officer, in subject fulness unless some other form is more familiar, and either inverted or uninverted, according to the preference of the cataloger, e. g.

146c-148

353.9747 N5	New York (state). Governor. Public papers. Alb. <b>Library has</b>
	1883-84 Cleveland, Grover 1893 Flower, R. P.
	1897-98 Black, F. S.

Occasionally for the state or city in which the library is located there may be sufficient material under a heading to warrant its being carried out on the plan for U.S. President, shown above; as, New York (state). Governor, 1883-85 (Cleveland), by which all publications of the same official would be brought together.

**147 "Library has" statement.** This statement may, as noted in 146, include the name of the official for the year. In other cases, the titles of the separate volumes may be given, the statement being in the nature of contents. This last suggestion applies particularly to annual reports which specialize yearly on separate subjects, and to sets of monographs, etc. as,

557.68 T29	Tennessee. Geological survey. Bulletin. Nashville. Illus. maps. <b>Library has</b>
	no.3 Drainage reclamation in Tennessee. 1910. no.4 Administrative report, 1910. 1911. no.5 Clay deposits of West Tennessee. 1911.

**148 Analytics.** Analytics for completed publications do not differ from ordinary analytics. An analytic, when complete in itself but published in a serial, would generally take the regular form for an analytic except that the imprint date would be in ink, instead of in pencil as for other incomplete works.

Exception: In the case of annual reports, etc. where the *title* date is an important point, it is better to use, in the analytic reference, the title date instead of the imprint date, e. g. "In its Annual report for 1903, p. 64-97," rather than "In its Annual report. 1904. p. 64-97." or "In its Annual report for 1903. 1904. p. 64-97."

If the report of a department or official is *regularly* published with that of another department or official, the first in the volumes would naturally be given the main entry, and author analytics or references made for the second. If the analytic form is used the items inside the ( ) would consist merely of author and title, no account being taken of dates and volume numbers, e. g.

352.0741 C17	Camden. Public library. Annual report. (In Camden. Town officers. Annual report) Library has no.1 July 1904-June 1905 no.3 July 1906-June 1907
-----------------	---

If the reference is preferred it would take some such form as:

Camden. Public library.	
Annual report,	see
Camden. Town officers.	
Annual report (call no. 352.0741 C17).	

The report of the library is regularly published with that of the town officers.

Of the two forms the analytic is to be preferred, since it gives more information, takes no longer than the reference, except for the additional record of the new report, year by year, and is more readily adapted to a change in the manner of publication, e. g. issued independently.

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**149 Publisher.** When names of printers are given in the publisher's place on the title-page of official publications the publisher may be omitted in accordance with rule 137 above, or such a phrase may be used as "[pub. by the state]" or "[pub. by the city]".

For works actually published by the United States government, the form "Wash. Gov't print. off." is to be used, but occasionally a United States document comes to hand which is the output of an independent publisher, in which case the special publisher should be given.

MISCELLANY

**150 Series cards for addresses, bulletins, society publications, etc. a Addresses.** In some libraries it may seem desirable to make an added entry for a society before which an address has been delivered. Such entries are made in the form of a series card, giving the name of the society as the author of the series, and the word Addresses as the title. For these items brackets need not be used. The separate addresses are then listed in regular series form, e. g.

	Buffalo historical society.	
	Addresses.	
342.7479 H55	Hill,H.W.	Development of constitu- tional law in New York state. 1896.
557.4797 H41	Hayes,G.E.	Geology of Buffalo. 1869.

**b Bulletins, society publications, etc.** Similar cards may be made for bulletins, society publications, etc. when the library scatters them as separate works instead of treating them as a set. In this case the *title* of the series represents a recognized continuation of works and should be bracketed if not given on the works themselves, as in the case of some societies which give no general title but merely their own names with perhaps the addition of a volume number. For such works the title [Publications] is generally the best one to supply.

**c Volume numbers.** For bulletins, society transactions, etc. the volume number is more important than for the ordinary series and should be retained in cataloging.

	Chicago. University.	
	Contributions to philosophy.	
150 L814	v.3,no.1 Moore,A.W.	The functional versus the representational theories of knowledge in Locke's Essay. 1902.

**190d-151a**

*d Heading.* In some cases it is doubtful whether it is better to enter a series heading as a single title phrase, or as author and title, e. g.

Columbia university studies in history, economics  
and public law.

or

Columbia university. Political science faculty.  
Studies in history, economics and public  
law.

In these doubtful cases it is preferable to lean toward the author and title form, especially if the series is issued by a department, which would properly be used as a subhead, as shown above.

In all cases of the slightest uncertainty, reference should be made to the form used from the form not used, e. g.

Columbia university studies in history,  
economics and public law,        see  
Columbia university. Political science faculty.  
Studies in history, economics and public  
law.

**151 Extracts and separates.** *a Extracts (collections) from periodicals.* For treatment follow *A. L. A. rules, 122*. If the name of the periodical is used as the main entry, indent like an author heading, e. g.

B632	Blackwood's Edinburgh magazine. Tales from "Blackwood".        Edin. Black- wood, 1859-61.        12v.in 6,17cm.
------	--

but if the name of the periodical is used as an added entry, make this card in the form of a general secondary. If the main card is made under the name of the collector the general secondary would take the usual form, but if the main entry is under the

title it is better on the added entry card to indent as for added entries for periodicals, to avoid a confusing repetition of the same indentation on perhaps three lines; i. e. heading, title and note; e. g.

M188	Putnam's monthly.
	Maga stories. 1867.
	Reprinted from Putnam's monthly.

(rather than)

M188	Putnam's monthly.
	Maga stories. 1867.
	Reprinted from Putnam's monthly.

*b Separates.* For the reprint of a single article from society transactions, a periodical, a collection, etc. it is generally sufficient to state the fact in a note, e. g. "Reprinted from the American chemical journal, Jan. 1908, v.39, no.1", without making an added entry. If the original paging is given in the reprint, this should be retained in the cataloging, e. g. p.1231-78, not 1561p.



**152 Selections from a single work of an author.** When a selection from a single work of an author is published separately under a new title, catalog fully like a new work. Information concerning the original work should be included in the new title or in a note.

Make an added author entry for the original work if many titles are likely to occur under the author's name, or if the new work is of value under the original title. Add the word "selections" to the original title, (unless some more definite information is at hand, e. g. "part 1") and follow it by the title of the selection. Omit brackets in this added entry, since the entry as a whole is supplied. For the imprint, give only the imprint date of the selection. Omit the collation except the number of volumes if more than one. Make added title entry when desirable.

**Main card**

D548l	Dickens, Charles. Little Nell; from the Old curiosity shop; abridged for use in schools.      Bost. Educ. pub. co. (1894)      236p. 18cm.      (Young folks' library of choice literature)
-------	---

**Title card**

D548l	Little Nell; from the Old curiosity shop. (1894) Dickens, Charles.
-------	--

**Extra author card**

D548l	Dickens, Charles. Old curiosity shop; selections: Little Nell. (1894)
-------	---

**Extra title card**

D548l	Old curiosity shop; selections. Dickens, Charles. Little Nell; from the Old curiosity shop. (1894)
-------	---

**153 Criticism.** *a General criticism.* For general criticism of an author's works, unless colored cards are used the subject card does not differ from the ordinary subject card, the subject heading generally consisting of merely the name of the author criticized.

*b Special criticism.* If in the case of a single work the title of the work is included in the heading on the author cards, as suggested for Shakspeare (section 105), a criticism of the work takes for the subject card the same heading, written in red, beginning at the second indentation.

For a criticism of a work, the title of which is not used in the author heading for the text, write the name of the author criticized on the top line, in author fulness with professional titles and titles of honor, beginning at the second vertical line, as in the ordinary subject heading, but if the name runs over the line indent the subsequent lines one centimeter instead of one half centimeter to the right of the second vertical line, in order that the title of the work criticized may be more distinct.

On the line following the author's name write the title of the work criticized, beginning one half centimeter to the right of the second vertical line. If the title runs over the line begin subsequent lines at the second vertical line.

Beginning with the name of the author of the criticism the entry is in the usual form for a subject card; e. g.

B P763r	PHILLIPS, REV. THOMAS. HISTORY OF THE LIFE OF REGINALD POLE. Ridley, Gloucester, D.D. Review of Mr Phillips's History of the life of... Pole... Lond. Clarke, 1766. 374p. tab. 20cm.
------------	---

In filing cards, the criticism of an individual work is placed immediately after the entry for the work itself.

If the special book criticized is not evident from the title of the criticism a note should be added to the main card for the criticism, bringing out this fact, e. g.

153b-154

917.29 Thomas, J. J.  
 F94 Froudacity: West Indian fables by James  
 Anthony Froude. Phil. Gebbie, 1890. 261p.  
 19.5cm.

Criticism of "The English in the West  
 Indies".

This note may be omitted from the subject cards if the subject heading (which includes the title of the original book) and the title of the criticism, taken together, furnish sufficient clue to the relation of the two works, e. g.

917.29 FROUDE, JAMES ANTHONY.  
 F94 (THE) ENGLISH IN THE WEST INDIES.  
 Thomas, J.J.  
 Froudacity: West Indian fables by ... Froude.  
 Phil. Gebbie, 1890. 261p. 19.5cm.

*c Colored cards.* Colored cards may be used for criticism, having at the top an introductory phrase, e. g. on yellow cards:

For criticism of  
 917.29 FROUDE, JAMES ANTHONY.  
 F94 (THE) ENGLISH IN THE WEST INDIES,  
 see  
 Thomas, J.J.  
 Froudacity: West Indian fables by ... Froude.  
 Phil. Gebbie, 1890. 261p. 19.5cm.

Notice that with this form of card the word "see" is used after the subject heading to bring about a grammatical construction.

Similar colored cards "For bibliography of" (blue cards) and "For biography of" (green cards) may be had for those subjects.

**154 Parodies.** Parodies are treated like criticism of individual works, e. g.

817 H54	STEVENSON, ROBERT LOUIS. CHILD'S GARDEN OF VERSES. Herford, Oliver. Kitten's garden of verses.      N.Y. Scrib- ner, 1911.      59p.illus.19cm.
------------	---

If colored cards are used the yellow cards may be adapted to parodies by substituting the word "parody" for "criticism."

**155 Attributed author.** *a Doubtful authorship.* In a case of doubtful authorship, if a work is attributed to a special writer it should be cataloged under his name, with (on all cards where the point is of interest) a note showing the doubt, e. g. Attributed to Shakspeare.

If preferred, the phrase "attributed author" may be added at the end of the author heading, but this plan would suggest a separate alphabet for the works attributed to an author, to be arranged after his acknowledged works, and therefore it seems better to recognize the doubt only in a note.

*b Mistaken authorship.* Occasionally it is found that a book published anonymously has been credited to the wrong author. This difficulty may be met by cataloging the book regularly under its proved author with a reference from the attributed author, e. g.

917.7 G48	[Gilman, Chandler Robbins] Life on the lakes; being tales and sketches collected during a trip to the pictured rocks of Lake Superior, by the author of "Legends of a log cabin."      N.Y. Dearborn, 1836.      2v.20cm.
--------------	---

Erroneously attributed to Margaret Fuller,  
marchesa d'Ossoli.

917.7 G48	Ossoli, Margaret Fuller,      marquesa d'. Life on the lakes.      1836.
--------------	---

This book was attributed to the author  
named above, by mistake. For full entry see the  
name of the actual author, Gilman, Chandler  
Robbins.

**155b-157**

In some form the note of attributed authorship should be given on most, perhaps all, of the cards.

*c Erroneously listed.* Instances have also come to hand where the identity of a book was completely concealed by the publisher's form of listing. As a guard against ordering duplicates these cases may be treated similarly to those of mistaken authorship, referring from the form of entry given on the publisher's list to the author and title used in cataloging, with an explanatory note on both main and reference cards, e. g. Listed by the publisher as —

*d Call numbers and tracing.* For the classes of books mentioned in *b-c* the card for the attributed author is chiefly in the nature of a reference card, but being for an individual book should bear the call number, as shown on the card for Ossoli, and should be traced, as an added entry, on the main card.

**156 Analytics in series form.** Some documents, e. g. the *Declaration of independence*, and the *Constitution*, are found in many places and it is convenient to have a record of these, though it may not seem worth while to make a separate card for each. This difficulty may be met by a form resembling a series card, e. g.

	U.S. Constitution.
	Text of the Constitution may be found in the following books:
973	Fiske, John. History of the United
F54	States for schools. 1894. p.[419]—36.
973	Montgomery, D.H. ... Leading facts of
M78	American history. 1899. apx.p.6—18.

**157 Editor card in series form.** When the same person has edited many works by the same author, an editor card on the plan of a series card may be substituted for a separate card for each work, e. g.

	Rolfe, William James,	ed.
	Shakspere, William.	
822.33 S1	...Antony and Cleopatra.	1881.
822.33 P3	...Merchant of Venice.	[1903]
822.33 S7	...Hamlet.	[1903]

For such a card the catch title is recommended in place of the full title, dots being used to show the omission of an introductory phrase.

The sample above shows the method of giving class and book number on the same line, in a list of short entries. If preferred the book number may be written below the class number as usual.

**158 Clippings.** For a volume of clippings, catalog in regular form, supplying (as far as practicable) the various details, from the book in hand. In exact cataloging, if the volume had a manuscript title-page the use of dots and brackets would follow the regular rules; if there was no title-page this fact should be mentioned in a note and brackets might be omitted in the entry.

If the pages or leaves are not numbered and are too numerous to count write Unp. in the place for pages.

Make a note showing the character of the book. Include in the note the name and date of the source or sources, if evident and not too numerous; e. g. Mounted newspaper clippings from the Boston transcript, Jan. 11-May 16, 1910.

970.1

R31

Red Jacket's medal. Rochester, 1893.  
Unp. 22.5cm.

No title-page.

Mounted clippings from the Ontario County times, Feb. 1, and the Post-express of Rochester, Feb. 3, 1893.

158-159

818 H 939	Hunt, Anna Dorothea. Miscellaneous writings. No place, 1879- 80. 21f.19cm.
--------------	--

Mounted newspaper clippings, with author's  
autograph.

**159 Maps.** For heading see *A. L. A. rules*, 6. In measuring a map, give the height by the length, taking the outside ruling of the map, not the measurements of the paper on which it is printed. If the map is folded in covers for shelving as a book, the full measurement of the map may be followed in curves by the word "folded" and the cover measurement as for the ordinary book, e. g. 65x10ccm. (folded, 24cm.)

The scale of the map should be given in a note.

#### Samples of main cards

912.74753 S86	Stoddard, S[eneca] R[oy] Map of the Adirondack wilderness; 2d rev. ed. N.Y. Neuman, 1882. 83.5x68.5cm. (folded, 18cm.)
------------------	---

Scale, ¼ inch to the mile.

912.747 R18	Rand, McNally & co. New railroad, county and township map of New York... Chic. c1888. 77x84cm. (folded, 17cm.)
----------------	---

Scale, 1/11 inch to the mile.

Cover title: Map accompanying Legislative  
manual 1888.

912.74753 New York (state). Fisheries, game and forest  
N421 commission.

Map of the Adirondack forest and adjoining territory; comp. from the official maps and field notes on file in the state departments at Albany, N.Y. Alb.1898. 2 sheets, 92x149.5cm. (in portfolio, 23cm.)

Scale,  $\frac{1}{2}$  inch to the mile.





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## New York State Library

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OF

NEW YORK STATE LIBRARY SCHOOL

1914

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ALBANY

THE UNIVERSITY OF THE STATE OF NEW YORK

1914

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~~New~~ York State Library  
Albany, October 3, 1914

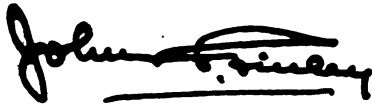
Hon. John H. Finley  
President of the University

DEAR SIR:— I respectfully submit herewith and recommend for publication as Library School Bulletin 37, the *28th Annual Report of the New York State Library School*, for the year ending September 30, 1914.

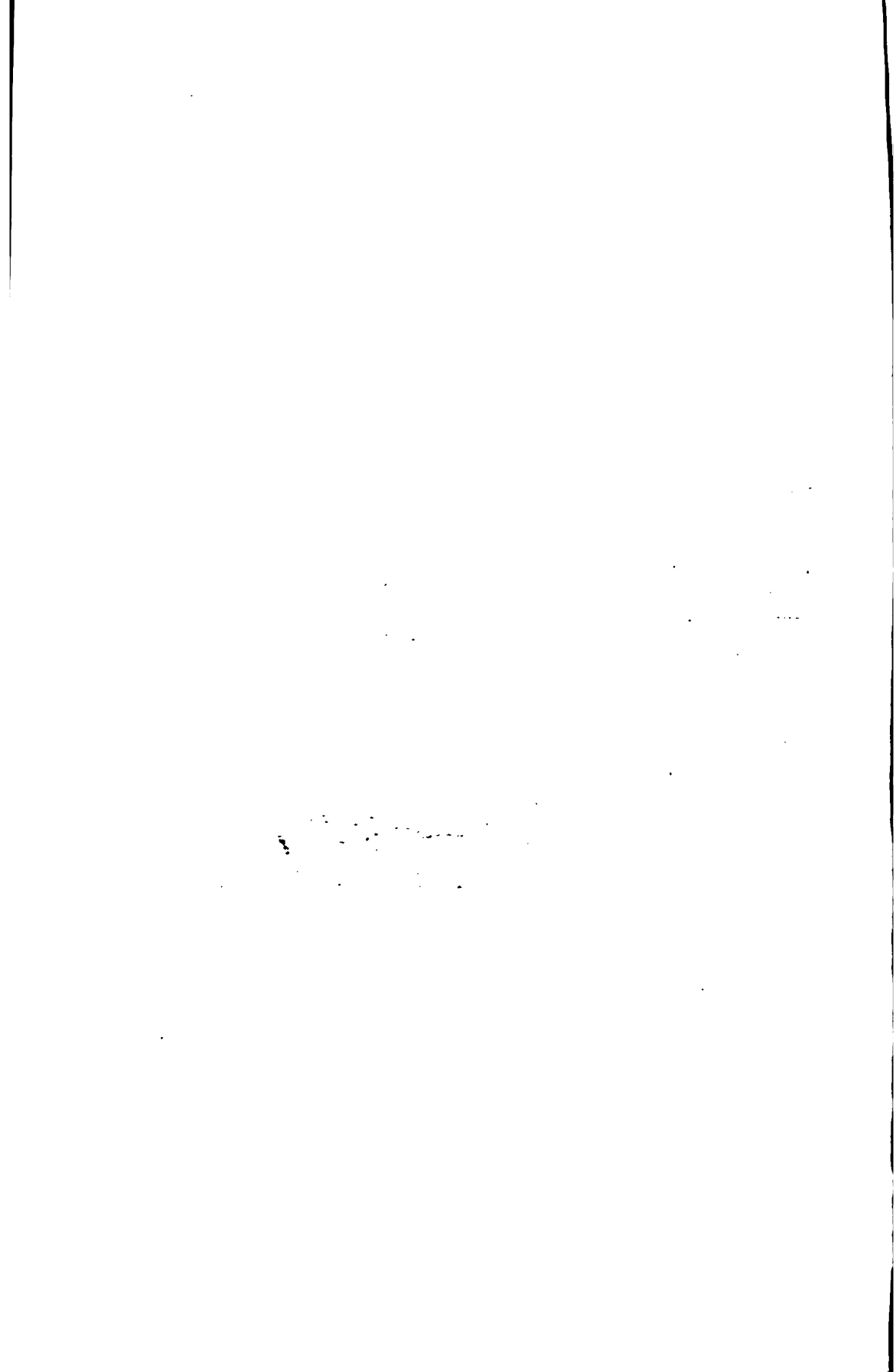
Very truly yours  
J. I. WYER, JR  
Director

THE UNIVERSITY OF THE  
STATE OF NEW YORK

*Approved for publication this 10th day of October, 1914*

A handwritten signature in dark ink, appearing to read "John H. Finley". The signature is written in a cursive style with a horizontal line underneath the name.

President of the University



# University of the State of New York Bulletin

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ALBANY, N. Y.

MARCH 15, 1915

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## New York State Library

Library School 37

### 28TH ANNUAL REPORT OF THE NEW YORK STATE LIBRARY SCHOOL

FROM OCTOBER 1, 1913 TO SEPTEMBER 30, 1914

The past year has been one of quiet progress. As in 1912-13, the number of students practically reached the maximum at which the best results could be obtained without an increase in the faculty. The quality of the students was of a high average and the results of both classroom work and practice were generally satisfactory. In various ways the school has been able to increase its direct service to the State and the possibilities of still greater service, are becoming more apparent. The growing recognition of the place of public and school libraries in any adequate, systematic scheme of public education has been shown by the legislation of the past year and, what is even more important, by the increased attendance of teachers and school officials at library meetings of all kinds throughout the State. The demand for printed matter descriptive of the work of the school has increased while the questions asked by the numerous visitors to the State Education Building concerning the purpose and methods of the school have showed an increasing interest in it and its work. The general attitude of nearly all these visitors toward training for librarianship indicated not only that the library is growing in importance as a social institution but that such growth is largely the result of the better service it is giving and of the demand by its patrons for trained, effective service. By attempting to serve still better the interests of New York State, the school will not diminish in any way its non-local influence. Experience has invariably shown that State institutions which have brought broad-minded efforts to the cultivation of their own peculiar field have lost rather than acquired provincial-



ism and through intensive work have made their influence more extensive.

Detailed comment on the more important phases of the year's work follows.

### FACULTY

James Ingersoll Wyer, Jr, M.L.S. (N.Y.S.L.S.). *Director*. Instructor in public documents, advanced reference work; lecturer on American libraries and library administration, 1906-

Frank Keller Walter M.A. (Haverford), M.L.S. (N.Y.S.L.S.). *Vice Director*. Instructor in elementary reference work, book-binding, printing, expansive classification, national bibliography, in charge of library seminar, 1908-

Florence Woodworth B.L.S. (N.Y.S.L.S.). *Director's assistant*. In charge of Library School collections and practice work, 1889-

Walter Stanley Biscoe M.A. (Amherst). Instructor in subject bibliography, advanced classification, history of books and foreign libraries, 1887-

Ada Alice Jones (Wellesley). *Secretary of the faculty*, 1891-

Edna M. Sanderson B.A. (Wellesley), B.L.S. (N.Y.S.L.S.). *Registrar*, 1905-

Katherine Dame B.A. (Boston Univ.). Graduate of Pratt Institute Library School. Instructor in advanced cataloging, 1910-

Jean Hawkins B.M. (Smith), B.L.S. (N.Y.S.L.S.). Instructor in classification, subject headings, elementary cataloging, loan work, 1910-

Jennie Dorcas Fellows, Graduate (N.Y.S.L.S.). Instructor in accession and shelf work, advanced cataloging, 1911-

Mary Edna Eastwood B.A. (Vassar). Instructor in selection of books, 1912-

Mr William R. Eastman again gave the elementary lectures in library buildings. Mr William R. Watson ('95), chief of the Educational Extension Division, gave a number of lectures on library administration and conducted the new elective course on library extension. Mr Charles F. Porter ('08) conducted the junior course in book selection. Mr John T. Fitzpatrick, who succeeded Mr Clarence B. Lester as legislative reference librarian, assumed that part of the course on law and legislative reference work formerly conducted by Mr Lester. Miss Clara W. Hunt ('98) for the third time conducted the course on work with children. In the absence of Miss Elizabeth M. Smith, head of the order section, the course in order work was given by the Vice Director.

## LECTURERS

Thirty persons, other than the regular faculty members, gave one hundred fifteen lectures before the school. These include several of the shorter regular courses, supplementary lectures in regular courses, lectures of a miscellaneous character on subjects of importance not treated in the regular courses, and lectures given at the library institute for school district superintendents in co-operation with the School Libraries Division of The University of the State of New York.

The decrease in the appropriation available for visiting lecturers made it impossible to secure for the past year the services of several prominent library workers who have been frequent visitors in the past. To offset this loss, the school had the services of several members of the staff of The University of the State of New York who had not previously addressed the school.

The list of lecturers, with their subjects, follows:

- Abrams, Alfred W. *Chief, Visual Instruction Division*: Visual instruction
- Ahern, Mary E. *Editor, Public Libraries*: Library conditions of the Middle West
- Betteridge, Grace L. *Head of traveling libraries and study clubs section*: New York State traveling libraries and study clubs (3)<sup>b</sup>, Study club programs (2)
- Bostwick, Arthur E. *Librarian, St Louis Public Library*: Some lost arts of librarianship; The art of rereading
- Chamberlain, Mary C. *Librarian for the blind, New York State Library*: Work for the blind
- Champlin, George G. *Sublibrarian (reference), New York State Library*: Patents
- Clarke, John M. *Director of Science and State Museum, University of the State of New York*: Popular science books
- Colson, Frederick D. *Law librarian, New York State Library*: Classes of material found in a law library; Arrangement and use of law libraries; Law library work (7)
- Davis, Mary L. *Librarian, Troy (N. Y.) Public Library*: Library administration, supplies
- Eastman, William R. Library buildings (6)

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<sup>b</sup> To the regular school and the library institute for school district superintendents.

- Ellis, Mary. *Indexer, New York State Library*: Indexing (7)
- Farnum, Royal B. *Specialist in drawing, University of the State of New York*: Artistic bulletin work; Books on the fine arts
- Fitzpatrick, John T. *Legislative reference librarian, New York State Library*: Legislative reference work (7)
- Haffkin-Hamburger, Mrs L. *Lecturer and secretary of library Courses, Shaniawsky University, Moscow, Russia*: Russian libraries<sup>a</sup>
- Hatch, Leonard W. *Chief Statistician, New York State Department of Labor*: Literature concerning labor
- Hawkins, Layton S. *Specialist in agriculture, University of the State of New York*: Agricultural books for a public library; The school library in agricultural education<sup>c</sup>
- Huffman, Otto V. *Secretary, New York State Board of Medical Examiners*: Medical books for a public library
- Hunt, Clara W. *Superintendent, Children's department, Brooklyn Public Library*: Library work with children (10)
- Keogh, Andrew. *Reference librarian, Yale University Library*: Administration of college libraries (2)
- Nelson, Peter. *Assistant archivist, New York State Library*: New York State Library manuscripts; Care of manuscripts
- Porter, Charles F. *Assistant, Traveling libraries and study clubs section*: Selection of books (27)
- Putnam, Herbert. *Librarian of Congress*: Library constitutions; Library of Congress
- Ray, Frances K. *Sublibrarian (Medicine) New York State Library*: Important medical libraries of the United States
- Rush, Charles E. *Librarian, St Joseph (Mo.) Public Library*: Prominent illustrators of children's books
- Skinner, Avery W. *Inspections Division*: Selection of historical material for schools<sup>c</sup>
- Tolman, Frank L. *Reference librarian, New York State Library*: The State Library and its reference work with schools<sup>c</sup>
- Watson, William R. *Chief, Educational Extension Division*: Library administration (6); Library extension work (5); The University of the State of New York; The Educational Extension Division and its relation to the schools<sup>c</sup>
- Webster, Caroline. *Library organizer, Educational Extension Division*: Organization of small libraries (2); What the school should expect from the public library<sup>c</sup>

<sup>a</sup> To summer school.

<sup>c</sup> To the library institute for school district superintendents only.

Wellman, H. C. *Librarian, City Library Association, Springfield, Mass.*: Publicity (2)

Williams, Sherman. *Chief, School Libraries Division*: Library work with schools; School libraries<sup>c</sup>; What is education and who are educated people?<sup>c</sup>

### ATTENDANCE

Fifty-one students eligible for regular standing were enrolled during the year: 18 seniors (including two from earlier classes who are regular members of the State Library staff) and 33 juniors. No special students were enrolled. Twenty-one were residents of New York State and two others were graduates of New York colleges. Twenty-six were from the Atlantic seaboard, 16 from the central states, 1 from the south, 4 from the Pacific slope and 4 from foreign countries.

Thirty-five colleges or universities were represented by bachelor's degrees. The greatest number from any one college was 5 from Mount Holyoke, followed by 4 from Vassar and 3 from the University of Chicago. Eight other institutions sent 2 students each, and 24 others 1 each.

Two of the students held master's degrees and 2 others had taken some graduate work. Nineteen had had library experience previous to entering the school. Eight held summer positions during their course and 8 others completed their senior work while serving on the staff of the New York State Library. Three had attended summer library schools and one, a graduate of the Drexel Institute Library School, was admitted to advanced standing on the basis of previous training and experience. Two of the senior and 2 of the junior class left during the year to take library positions.

The names of the students, their educational preparation and their library experience to the end of the school year (June 25) are given below. Positions held since leaving the school are listed on pages 21-23.

#### Seniors: class of 1914

Bowles, Verne. Albany, N. Y. B.A. Washington University, 1910; assistant, St Louis Public Library, 1909-12; assistant, New York Public Library, July-September 1913.

Clark, Mabel. Salem, O. B.A. Vassar College, 1911; assistant, New York Public Library, July-September 1913.

Clement, Edith M. Albany, N. Y. B.A. Cornell University, 1910; assistant, traveling libraries and study clubs section, Educational Extension Division, February 1913-date.

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<sup>c</sup> To the library institute for school district superintendents only.

- Cobb, Mary Elizabeth. Albany, N. Y. B.A. Syracuse University, 1912; assistant, New York State Library, September 1913-date.
- Cowley, Amy. Albany, N. Y. B.S. Northwestern University, Evanston, Ill., 1910; assistant, Northwestern University Library, 1910-12; assistant, Newark (N. J.) Free Public Library, July-September 1913.
- Erskine, Mary Louise. Chambersburg, Pa. B.A. Wilson College, 1902; assistant, Drexel Institute Library, 1902-3; Drexel Institute Library School, 1903-4; librarian, William McCann Library, Norristown, Pa., 1904-6; librarian, Wilson College Library, 1906-date.
- Hamilton, William James. Minneapolis, Minn. B.A. University of Minnesota, 1910; Minnesota Public Library Commission Summer School for Library Training, 1909; assistant, Minneapolis Public Library, 1906-10; New York State Library School, 1910-11; in charge, useful arts department, Minneapolis Public Library, May 1911-date.
- Ingalls, Florence Lillian. Castleton-on-Hudson, N. Y. B.A. Mount Holyoke College, 1912; student assistant, Mount Holyoke College Library, 1911-12.
- Jewett, Alice Louise. Catskill, N. Y. B.A. Mount Holyoke College, 1909; student assistant, Mount Holyoke College Library, 1905-9; assistant, Carnegie Library of Pittsburgh, 1909-12; assistant, New York State Library, October 1912-date.
- Lowry, Elizabeth. Oakland, Cal. University of Illinois, 1906-7; Litt.B. University of California, 1912; summer assistant, Oakland Free Library, 1910-11; assistant, Carnegie Library of Pittsburgh, July-September 1913.
- Pidgeon, Marie Kiersted. Saugerties, N. Y. B.A. Vassar College, 1912; student assistant, Vassar College Library, 1912; assistant, New York State Library, September 1913-date.
- Rice, Paul North. Columbus, O. B.A. Wesleyan University, 1910; New York State Library School, 1910-11; assistant reference librarian, Ohio State University Library, 1911-July 1913.
- Rothrock, Mary Utopia. Albany, N. Y. B.S. Vanderbilt University, 1911; M.S. 1912; assistant, Cossitt Library, Memphis, Tenn., July-September 1913.
- Sawyer, Rollin Alger, jr. Albany, N. Y. Dickinson College, 1905-7; B.A. Lafayette College, 1909; organizer, Fort Orange Club Library, Albany, N. Y., June-July 1913; assistant, New York Public Library, August-September 1913; assistant, law library, New York State Library, October 1914-date.
- Schneider, Rebecca. Seattle, Wash. Washington State College, 1906-7; B.A. University of Washington, 1912; student assistant, University of Washington Library, 1910-11; cataloger, Ellensburg (Wash.) Public Library, July-September 1912.
- Slomann, Povl Fritz Vilhelm. Copenhagen, Denmark. Ph.B. University of Copenhagen, 1905; M.A. 1912; assistant, Newark (N. J.) Free Public Library, July-September 1913; assistant, John Crerar Library, Chicago, 15 Apr.-15 July, 1914.
- Vaile, Lucretia. Denver, Col. University of Denver, 1902-3; B.A. Vassar College, 1906; assistant, New York Public Library, July 1913.
- Vasbinder, Lida C. Albany, N. Y. B.A. Elmira College, 1901; apprentice assistant, Binghamton (N. Y.) Public Library, March-May 1909; cataloger, Waterloo (N. Y.) Public Library, July 1910; assistant, New York State Library, February 1912-date.

**Juniors: class of 1915**

- Allison, Gladys Bell. Houston, Texas. B.A. Drake University, 1913; student assistant, Drake University Library, January-June 1913.
- Bailey, Beulah. Troy, N. Y. B.A. Cornell University, 1912.
- Bayer, Edna Elizabeth. Rochester, N. Y. B.S. University of Rochester, 1913.
- Broomell, Ellyn Chapin. Chicago, Ill. Milwaukee-Downer College, 1909-10; Ph.B. University of Chicago, 1913; student assistant, University of Chicago Library, 1911-13, temporary assistant, June-July 1913.
- Byrne, Paul R. Chittenango, N. Y. Ph.B. Notre Dame University, 1913; assistant to cataloger, Notre Dame University Library, 1907-12, cataloger, 1912-13.
- Calkins, Ruth Helen. Albany, N. Y. B.A. New York State Normal College, 1912.
- Clafin, Helen Mildred. Attleboro, Mass. B.A. Smith College, 1913.
- Colwell, Emily Kerr. Granville, O. Vassar College, 1911-12; B.A. Denison University, 1913; student assistant, Denison University Library, October 1912-February 1913.
- Davis, Elizabeth Linwood. Sag Harbor, N. Y. B.A. Mount Holyoke College, 1913; student assistant, Mount Holyoke College Library, 1912-13; summer substitute, Morrisania branch, New York Public Library, July-August 1912.
- Durkee, Florence Ella. St Paul, Minn. University of Minnesota, 1896-97; B.A. Leland Stanford Junior University, 1902.
- Furbeck, Mary Elizabeth. Altamont, N. Y. B.A. Mount Holyoke College, 1913; student assistant, Mount Holyoke College Library, 1910-13.
- Gates, Helen Fay. Worcester, Mass. B.A. Smith College, 1912; apprentice and assistant, Clark University Library, August 1912-August 1913.
- Gilchrist, Donald Bean. Franklin, N. H. B.A. Dartmouth College, 1913; student assistant, Dartmouth College Library, 1910-13.
- Greene, May. Albany, N. Y. B.A. Wellesley College, 1910.
- Hallsted, Sarah. Waterloo, N. Y. William Smith College, 1909-10; B.A. Mount Holyoke College, 1913; student assistant, Mount Holyoke College Library, 1912-13.
- Hartmann, Astrid. Trondhjem, Norway. Eksamen artium, Trondhjems Kathedralskole, 1904; assistant, Trondhjems Folkebibliotek, August 1905-October 1912; acting librarian, November 1912-September 1913.
- James, Helen Craig. Albany, N. Y. B.A. Vassar College, 1912.
- Lamb, Clara Louise. Charlotte, Mich. Wellesley College, 1900-1; B.A. University of Michigan, 1904; student assistant, Cleveland Public Library, April-September 1913.
- Lawson, Mildred Helen. Troy, N. Y. Pd.B. New York State Normal College, 1907; B.A. 1912.
- McCollough, Ruth Dorothy. Franklin, Ind. B.A. Franklin College, 1913.
- McMillen, James Adelbert. Pickering, Mo. B.A. University of Missouri, 1913; assistant and librarian, Maryville (Mo.) Public Library 1906-9; assistant, University of Missouri Library, 1910-13.
- Martin, Mamie Ruth. Williamsport, Ind. B.L. Ohio Wesleyan University, 1910; Indiana Public Library Commission Summer School for Librarians, 1912; assistant and librarian, Clinton (Ind.) Public Library, 1911-13.

- Norton, Margaret Cross. Rockford, Ill. Rockford College, 1909-12; Ph.B. University of Chicago, 1913.
- Scearce, Helen Adylia. Mooresville, Ind. B.A. De Pauw University, 1912; apprentice, Indiana State Library, October 1912-August 1913.
- Seip, Karen. Furu in Slagen, pr. Tönsberg, Norway. Eksamen artium Hambros Skole, Bergen, 1909; University of Kristiania, September 1910-December 1912.
- Sharpe, Margaret. Greenwich, N. Y. B.A. Middlebury College, 1913.
- Sherrard, Mary Campbell. Chambersburg, Pa. B.A. Wilson College, 1900.
- Smith, Alfild Aagot. Trondhjem, Norway. Eksamen artium, Trondhjems Kathedralskole, 1905; assistant, Trondhjems Folkebibliotek, October 1912-July 1913.
- Spicer, Inez. Columbia, Mo. B.S. Christian College, Columbia, Mo. 1901; B.S. in Education, University of Missouri, 1909; student assistant, University of Missouri Library, 1908-9, periodical assistant, February 1910-August 1911, assistant cataloger, September 1911-September 1913.
- Thompson, Ruth Elizabeth. Denver, Col. New Hampshire State College, 1908-9; B.A. University of Denver, 1912; assistant, Denver Public Library, June 1912-date.
- Ver Nooy, Winifred. Chicago, Ill. Ph.B. University of Chicago, 1912; apprentice, University of Chicago Library, October 1912-September 1913.
- Wallace, Ruth. Franklin, Ind. B.A. Franklin College, 1899; Indiana Public Library Commission Summer School for Librarians, 1912; assistant librarian and cataloger, Franklin Public Library, September 1912-September 1913.
- Winship, Vera Louise. Milroy, Ind. Western College, Oxford, O. 1908-9; B.A. De Pauw University, 1912; apprentice, Indiana State Library, October 1912-July 1913.

**Staff instruction and special students.** Seven members of the staff of the New York State Library, including five not regularly eligible for admission to the regular school, attended one or two courses each in the school. This privilege is granted because of the increased value to the State Library of staff members so trained. The subjects taken were: bookbinding, junior cataloging, children's work, government documents, junior classification, subject headings. These students are not counted in the general statistics. In addition, 8 other members of the staff were regularly matriculated for a considerable part of the work. These are included in the regular list of students.

Miss Jessie E. Dorrance of the New York State Department of Efficiency and Economy completed the course in junior reference work. Miss Dorrance was admitted to this work at the express request of the chief of her department.

**Degrees.** During the year ending September 30, 1914, the degree of bachelor of library science was granted to the following nine graduates:

Alice Maria Dougan of the class of 1912, Edith M. Clement of the class of 1913, Mabel Clark, Mary Louise Erskine, Florence Lillian Ingalls, Alice Louise Jewett, Rollin Alger Sawyer, jr, Rebecca Schneider and Lucretia Vaile of the class of 1914.

The total number of degrees conferred by the school up to October 1, 1914, is: bachelor of library science, 185; master of library science, 5.

### NOTES ON THE CURRICULUM

The more important changes in the various courses as well as some general notes of interest on them are noted below.

**Administration.** Some of the lectures which would formerly have been included under this head are noted under the library extension course (page 14). A rough classification of the more important lectures is as follows (see pages 7-9 for specific subjects):

#### *General*

Dr Herbert Putnam (2)

Mr William R. Watson (6)

#### *College and university libraries*

Mr Andrew Keogh (2)

Mr James I. Wyer (3)

#### *Public libraries*

Mr Hiller C. Wellman (2)

Mr Arthur E. Bostwick (1)

Miss Mary E. Ahern (1)

Miss Mary L. Davis (1)

**Cataloging.** Miss Jennie D. Fellows, who had been in charge of the elementary cataloging in 1912-13, became chief classifier of the New York State Library. The course was given in 1913-14 by Miss Jean Hawkins. As was anticipated, the class work collection which has been formed in the past three years has proved of great service in lessening the amount of detailed revision previously necessary and in insuring proper attention being given to points worthy of special consideration. The stenciled directions prepared by Miss Fellows have been printed, in revised form, as a bulletin. In this form they will doubtless be an even greater aid in the work of the course.

**Library buildings.** The advanced course in library buildings



was again omitted. It will be resumed in 1914-15 under the direction of Mr William R. Watson.

**Library work with children.** The course was given this year by Miss Clara W. Hunt and was open only to students of the regular school. A number of juvenile books suggested by Miss Hunt were added to the school collection of typical books for children. A lecture on "Illustrators of Children's Books" by Charles R. Rush ('08) of the St Joseph, Mo., Public Library admirably supplemented Miss Hunt's lecture.

**Library extension.** An elective (senior) course dealing with the principles and problems of library organization and extension was given for the first time. Mr William R. Watson, aided by Miss Grace L. Betteridge, head of the study clubs and traveling libraries section, was in charge. Seminar conferences were supplemented by actual work in the routine work of the Educational Extension Division. Some library visiting and inspection were also done by those taking the course. In addition to the prescribed work, five of those taking the course spent their month of practice work in organizing several of the smaller libraries of the State (see page 157).

**Printing.** The work of this course was very materially aided by a public exhibition of the various processes of book making and illustration. The nucleus of the exhibition was a collection of mounted photographs and other illustrative material lent by Charles Scribner's Sons which illustrated the various stages through which a book passes from its appearance as manuscript to its sale as a finished book. The collection of mounted material which is being formed as an adjunct to the course was considerably increased during the year.

**Selection of books.** A number of changes were made in the senior course in charge of Miss Mary E. Eastwood. The lectures on editions, series, translations and other special features were retained but more problems based on actual library practice were added. Studies of modern dramatists, novelists and poets were substituted for the older discussions of fixed groups of books and special attention was given to the problems involved in the selection of fiction. Emphasis was placed on practice in book reviewing and annotation for special purposes. Through practical problems the class gained an acquaintance with a large number of the publications of the year and with the tendencies of current book production. The junior course under Mr Charles F. Porter was conducted in general accordance with the plan of the previous year.

**Annual library visit.** The usual New England route was taken in the annual library visit, March 31–April 7. The only variations from the preceding New England trip (1912) were the omission of the Simmons College Library School and the Boston Athenaeum from the schedule. The former was closed for vacation, and the latter was practically dismantled for repairs. Many libraries not listed in the regular schedule were visited voluntarily by students during the trip and during the month of practice work which preceded it.

Mr and Mrs Robert K. Shaw; the staff of the Medford Public Library, the Essex Institute of Salem, Mass.; Mr Gardner M. Jones of the Salem Public Library and Dr H. L. Koopman and the staff of Brown University Library deserve special mention for particular attentions shown the party.

**Practice work.** The practice work was varied in character, including service in the reading rooms and other sections of the State Library and cataloging and other work for the Educational Extension Division. The reorganization of the library of the New York State College for Teachers was continued and the Y. M. A. and Pruyn libraries of Albany again furnished practice in loan desk work and other activities of active public libraries.

The practice in outside libraries was very successful. A careful analysis of the few cases in which dissatisfaction was expressed by the students showed that the trouble usually lay either in failure to adapt themselves to conditions or to make use of the opportunities offered. This criticism thus showed the desirability of more rather than less practice in these cases. In practically every case the libraries took particular pains to give variety to the work offered and in nearly every instance the general professional attitude of the students was warmly commended.

Five libraries in the State were reorganized by members of the senior class: Houghton Seminary; Mynderse Library, Seneca Falls; Potsdam Public Library; Russell Public Library; and the Wood Library Association, Canandaigua. This was an increase of three over the libraries so organized in 1913. The work was again under the direct charge of the Educational Extension Division.

Student practice was given by the following libraries:

#### *Public libraries*

Brookline (Mass.) Public Library; Brooklyn Public Library; Buffalo Public Library; Chicago Public Library; Forbes Library.

Northampton, Mass.; Houghton (N. Y.) Seminary Free Library; Mynderse Library, Seneca Falls, N. Y.; New York Public Library; Potsdam (N. Y.) Public Library; Rochester Public Library; Russell (N. Y.) Public Library; Somerville (Mass.) Public Library; Springfield (Mass.) City Library Association; Utica Public Library; Wilmington (Del.) Institute Free Library; Wood Library Association, Canandaigua, N. Y.; Worcester (Mass.) Public Library.

*College and university libraries*

Bryn Mawr College; Columbia University; Smith College.

**Original bibliographies and community studies.** Several of the bibliographies presented this year were prepared on request of State departments and bureaus. The State Library, within the limits prescribed for its growth, is rapidly becoming a better working collection for the bibliographer as well as for the special student.

The bibliographies submitted were as follows:

Clark, Mabel. Ellen H. Richards.

Prepared by request of Miss Isabel Ely Lord, director of household science and art department, Pratt Institute, Brooklyn, N. Y.

Clement, Edith M. Select list of books on business subjects.

Portions of this list, selected by Mr. Bartholomew, inspector of commercial schools have been published by the School Libraries Division as the commercial subjects section of its "Annotated Book List for Secondary School Libraries."

Erskine, Mary L. Vegetable gardening.

Ingalls, Florence L. Select list of books on architecture, painting and sculpture in America.

Prepared at the suggestion of the Educational Extension Division.

Jewett, Alice L. Historical material in New York State documents.

Prepared at the request of the History Division of The University of the State of New York.

Sawyer, R. Alger, Jr. Novels relating to the American revolution; a selected list.

Schneider, Rebecca. Jewish life in American and English fiction; a reading list.

Vaile, Lucretia. The Battle of Plattsburg.

A selected portion of this list is included in the "Centenary of the Battle of Plattsburgh" (Albany, 1914).

A "Library and community" study of Albany was presented by P. F. Vilhelm Slomann.

## SUMMER SESSION

The plan adopted in 1910 of dividing the summer session into two parts of three weeks each was repeated this year. The result was the attendance of several who would probably not have attended the entire six weeks. Rather extensive circularizing failed to reveal any widespread desire for courses in subjects other than those ordinarily given. The relative size of the classes at the two sessions seems to show that the workers in small libraries still feel more keenly the need of instruction in cataloging and classification, that is, the organization of a library, than in those subjects which deal more directly with the use of books.

While the advantage of courses so short that no one will find them too long to attend is apparent, at the same time it must be remembered that these short courses require unusual expenditure of energy and time on the part of a few of the regular faculty who bear the brunt of the work of the regular course and who, for part of the time, are obliged to carry double programs. The necessary compression of the subjects also, gives rise to crowded and hurried work which is not always of the best quality because produced under pressure.

A summary of the courses with the number of lectures in each subject follows:

<i>First course</i>		LECTURES
Bibliography	Mr Biscoe and Mr Walter	12
Government documents	Mr Wyer	9
Reference	Mr Walter	11
		<hr/>
		32
<i>Second course</i>		
Book numbers	Miss Hawkins	1
Cataloging	Miss Fellows	18
Classification	Miss Hawkins	8
Subject headings	Miss Hawkins	7
		<hr/>
		34

The courses were attended by 27 students, 20 of them coming from New York, 2 from Pennsylvania and 1 each from Massachusetts, Michigan, North Carolina, Tennessee and Russia. Three hundred forty-seven different students have attended the 15 different summer sessions, 12 of them having attended more than one session.

Four students took only the first course; 9 only the second course and 12 remained for both courses. Two members of the staff of the Educational Extension Division did partial work. Certificates for one or both courses were granted on examination to 23 students. A list of those in attendance follows:

*Both courses*

Ambler, Eva R. Librarian (elect) Keuka College Library, Keuka Park, N. Y.  
 Cummings, Margaret C. Assistant, Hunter College Library, New York, N. Y.  
 Dancy, Caroline F. Assistant in charge of school work, Cossitt Library, Memphis, Tenn.  
 Hall, Florence S. Librarian, Darwin R. Barker Library, Fredonia, N. Y.  
 Hayford, Samuel. Librarian (elect) Central Y. M. C. A., Albany, N. Y.  
 Krafft, Gertrude. Librarian, Colton (N. Y.) Public Library  
 Merritt, Clara S. Substitute librarian, Port Chester and Rye (N. Y.) Public Libraries  
 Possons, Amy H. Assistant librarian, Heermance Memorial Library, Coxsackie, N. Y.  
 Sutcliffe, Mollie. Librarian, Cherry Valley (N. Y.) Public Library  
 Turnbull, Ada I. Assistant (elect) Schenectady (N. Y.) Public Library  
 Wagner, Beatrice. Librarian, Weller Library, Mohawk, N. Y.  
 Wainwright, Belinda E. Custodian of reading room, West Quincy, Mass.

*First course only*

<sup>1</sup> Dawson, Lena R. Assistant, Educational Extension Division, University of the State of New York  
 Hedges, Ettie C. Librarian, East Hampton (N. Y.) Free Library  
 Martin, Winona C. Librarian, Rockville Center (N. Y.) Public Library  
 Sears, Eliza B. Librarian, Buffalo (N. Y.) Seminary  
 Turner, Louise G. Assistant, circulation department, Detroit (Mich.) Public Library

*Second course only*

Clark, Genevieve. Librarian, Hudson Falls (N. Y.) Free Library  
 Coleman, Henriette. Librarian, Goshen (N. Y.) Library and Historical Society  
 Egbert, Mabel. Cataloger, Carnegie Free Library, Braddock, Pa.  
 Forrester, Elsie R. In charge, circulation department, Carnegie Free Library, Braddock, Pa.  
 Hamburger, Mrs L. Haffkin. Secretary and lecturer, library courses, Shaniawsky University, Moscow, Russia  
<sup>1</sup> Holland, Elva P. Assistant, Educational Extension Division, University of the State of New York  
 Loring, Nano G. Assistant librarian, Coburn Free Library, Owego, N. Y.  
 Siggelkow, Alice M. Librarian, Mount Kisco (N. Y.) Public Library  
 Vaughn, N. Agnes. Librarian, High School, Hudson Falls, N. Y.  
 Williamson, Mrs Charlotte M. Librarian, North Carolina College of Agriculture and Mechanic Arts, West Raleigh

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<sup>1</sup> Partial work only.

**District superintendents institute.** For several years the school has been attempting to impress upon its students the growing importance of school libraries. Several circumstances have prevented the giving of any extensive course on the subject but it has been presented from many different angles and an attempt made to get in closer touch with teachers. One of the faculty has been associated for several years with the library section of the New York State Teachers Association and the library institutes conducted by the New York Library Association, to which teachers and school librarians are coming each year in increasing numbers, have furnished another opportunity of getting in touch with actual school needs. The School Libraries Division has heartily cooperated in all this work and this year joined with the Library School in conducting a library institute open only to district superintendents of schools. These superintendents are in charge of all the public schools of the State, exclusive of cities or villages of 5000 or more population. The program of the institute was devoted entirely to subjects directly related to the work of small schools with very limited time and even more limited library facilities.

In view of the quite voluntary character of the meeting, the attendance was unexpectedly large. Thirty-one superintendents attended one or more sessions and the active part they took in the discussions showed their genuine interest. The meeting was mutually helpful. The superintendents learned in detail the library aids furnished by the State, while the librarians learned at first hand the real conditions under which small school libraries must be conducted. Of no small significance was the hearty cooperation of many different divisions of the Department. The Commissioner of Education expressed his hearty approval, the Assistant Commissioner in charge of elementary education, though absent at the time of the institute, sent a personal representative to indicate his interest and the four library divisions, and the Inspections and Vocational Schools Divisions were represented on the program.

An important feature was an exhibit, classified by grades, of several hundred books suitable for the first eight school grades. The practical character of this exhibit was shown by the fact that a number of those in attendance used it as a partial basis for books to be recommended for purchase during the coming school year.

An outline of the program follows:

*Monday, July 6.* School Libraries, Dr Sherman Williams, Chief, School Libraries Division; The Essential Organization of a Library, Frank K. Walter, Vice Director, New York State Library School

*Tuesday, July 7.* The School Library in Agricultural Education, Mr Layton S. Hawkins, specialist in agriculture, Vocational Schools Division; Traveling Libraries, Miss Grace L. Betteridge, head, traveling libraries section, Educational Extension Division; The New York State Library and Its Purpose, Mr James I Wyer, Jr, Director, New York State Library; The Catalog of the School Library: Its Use and Its Limitations, Mr Frank K. Walter

*Wednesday, July 8.* Some Essentials of Cataloging, Miss Jennie D. Fellows, chief classifier, New York State Library; Desirable Editions for School Libraries, Mr Frank K. Walter; Some Essentials of Reference Work, Mr Frank K. Walter; Selection of Historical Material for Schools, Mr Avery W. Skinner, Inspector, University of the State of New York

*Thursday, July 9.* What the School Should Expect from the Public Library, Miss Caroline Webster, library organizer; Some Essentials in Cataloging, Miss Jennie D. Fellows; The State Library and Its Reference Work with Schools, Mr Frank L. Tolman, reference librarian, New York State Library; Classification of School Libraries, Mr Frank K. Walter

*Friday, July 10.* What Is Education and Who Are Educated People? Dr Sherman Williams; The Educational Extension Division and Its Relation to the Schools, Mr William R. Watson, Chief, Educational Extension Division

### THE ALUMNI

The demand for students trained in the school continues to exceed the supply. The positions filled by them show rather generally a substantial increase in average salary as compared with the average of a few years ago. During the year, 115 positions (including important promotions) have come to the notice of the school. The total number (excluding some brief unrecorded temporary positions) to October 1, 1914 is 2226. Of these, 827 have been in New York State, the others being in 37 other states and 7 foreign countries.

## Positions filled October 1, 1913–September 30, 1914

CLASS AND NAME	POSITION	INSTITUTION AND PLACE (UNLESS IMPLIED)
<b>1891</b> Dexter, Lydia A.....	Cataloger.....	Library of the natural history department, University of Illinois
<b>1894</b> Hawes, Clara S.....	Cataloger.....	Missionary Research Library, New York City
<b>1895</b> Stanley, Harriet H.....	Librarian.....	New Hampshire College of Agriculture and Mechanic Arts, Durham
<b>1897</b> Hopkins, Julia A.....	Principal of training classes	Brooklyn Public Library
<b>1898</b> Imhoff, Ono M.....	Librarian.....	International Health Commission Washington, D. C.
Skinner, Marie A.....	Librarian.....	Oradel (N. J.) Public Library
<b>1900</b> Knight, Marion A.....	Editor.....	H. W. Wilson Company, White Plains, N. Y.
<b>1903</b> Bacon, Corinne.....	In charge of Standard Catalog Series	H. W. Wilson Company, White Plains, N. Y.
Brown, Zaidee.....	Librarian.....	Long Beach (Cal.) Public Library
Hazeltine, Alice I.....	Supervisor of branches.....	Buffalo Public Library
Katz, Louise W.....	Catalog reviser.....	University of Minnesota Library, Minneapolis
<b>1904</b> Hyde, Mary E.....	Instructor in library science..	Simmons College, Boston
Pearson, Edmund L.....	Editor of publications.....	New York Public Library
Whitbeck, Mrs Alice G...	Librarian.....	Contra Costa County Free Library, Martinez, Cal.
<b>1905</b> Mitchell, S. Louise.....	Librarian.....	Ryerson Library, Art Institute of Chicago
Vogleson, Helen E.....	Supervisor, county extension department	Santa Barbara, Cal.
<b>1907</b> Merritt, Louise F.....	Librarian.....	Wead Library, Malone, N. Y.
Ward, Ruth L.....	Librarian.....	Central High School Library, Newark, N. J.
<b>1908</b> Hulburd, Annabel A.....	Head cataloger.....	Toledo (O.) Public Library
Hulburd, Annabel A.....	Head cataloger.....	Syracuse University Library
White, Mabel G.....	Assistant to sup't of school libraries	Board of education of the city of New York
<b>1909</b> Culver, Essae M.....	Assistant.....	California State Library, Sacramento
Milam, Carl H.....	Librarian.....	Birmingham (Ala.) Public Library
Eno, Sara W.....	In charge reference and circulation dep'ts	Bryn Mawr College Library
<b>1910</b> Firmin, Kate M.....	Head cataloger.....	Seattle Public Library
Kaiser, John B.....	Librarian.....	Tacoma (Wash.) Public Library
Long, Harriet C.....	Librarian.....	Kern County Free Library, Bakersfield, Cal.
Lytle, Mary.....	Assistant librarian.....	Tacoma (Wash.) Public Library
Swartwout, Jessamine E..	Cataloger.....	University of Chicago Library
<b>1911</b> Eliot, Ruth F.....	Assistant to chief of book selection and study club dep't	Wisconsin Free Library Commission, Madison
Scranton, Henriette I....	Librarian.....	Lake Erie College, Painesville, O.
<b>1912</b> Carnegie, Elza K.....	Librarian, Wylie Avenue branch	Carnegie Library, Pittsburgh
Hamilton, William J.....	First assistant, shelf dep't....	New York Public Library
Miller, Emily V. D.....	Reference librarian.....	Birmingham (Ala.) Public Library
Potter, Mrs Frederick W.	Head cataloger.....	Oakland (Cal.) Public Library
Rice, Paul N.....	Reference assistant.....	New York Public Library
Smith, Victor A. G.....	Librarian, Grünerløkken branch	Deichmanske Bibliotek, Kristiania, Norway
<b>1913</b> Berry, Ethel I.....	Assistant, Walker branch.....	Minneapolis Public Library
Berry, Ethel I.....	In charge of factory and business stations	Minneapolis Public Library



## Positions filled October 1, 1913-September 30, 1914 — Continued

CLASS AND NAME	POSITION	INSTITUTION AND PLACE (UNLESS IMPLIED)
<b>1913</b>		
Bliss, Leslie E.....	Assistant, legislative reference section	New York State Library
Charlton, D. Ruby.....	Assistant librarian.....	Iowa State Teachers College, Cedar Falls
Dice, J. Howard.....	Assistant, reference dep't....	Ohio State University Library, Columbus
Dye, Eleanor M.....	Children's librarian.....	Sandusky (O.) Public Library
Edwards, Eleanor M.....	Cataloger.....	Silas Bronson Library, Waterbury, Conn.
Graves, Charles E.....	Exchange assistant.....	University of Illinois Library, Urbana
Graves, Eva W.....	Branch assistant.....	Seattle Public Library
Lassen, Harald H.....	Librarian.....	Biblioteket for Vejle, By og Amt, Vejle, Denmark
Lewis, Willard P.....	Librarian.....	Baylor University Library, Waco, Tex.
MacNair, Rebecca S.....	First assistant.....	Kern County Free Library, Bakersfield, Cal.
Parsons, Mary P.....	Reference assistant.....	New York Public Library
Peters, Louise M.....	First assistant cataloger.....	University of Missouri Library, Columbia
Sanborn, Henry N.....	Secretary.....	Indiana Public Library Commission, Indianapolis
Thompson, Elizabeth H.....	Assistant.....	New York State Library
Walkley, Raymond L.....	Assistant to librarian.....	Minneapolis Public Library
Wheeler, Harold L.....	First assistant, Hamilton Fish Park branch	New York Public Library
Wheeler, Harold L.....	Librarian, Hamilton Fish Park branch	New York Public Library
<b>1914</b>		
Burnham, Adele.....	Assistant.....	Superior (Wis.) Public Library
Christiansen, Bolette L.....	Branch assistant.....	New York Public Library
Christiansen, Bolette L.....	Assistant.....	Det kongelige norske Frederiks Universitet, Norway
Cowley, Amy.....	Librarian.....	Hutchinson (Kan.) Public Library
Dick, Margaret S.....	Branch assistant.....	Detroit Public Library
Dick, Margaret S.....	Assistant.....	Kansas State Normal College Library, Emporia
Erskine, Mary L.....	Librarian.....	Wilson College Library, Chambersburg, Pa.
Ingalls, Florence L.....	Assistant librarian.....	Haverford (Pa.) College Library
Kostomatsky, Zulema.....	Chief, circulation dep't.....	Seattle Public Library
Lowry, Elizabeth.....	Reference assistant.....	University of California Library, Berkeley
Rothrock, Mary U.....	Reader's assistant.....	Cossitt Library, Memphis, Tenn.
Sawyer, R. Alger, jr.....	Assistant, law library.....	New York State Library
Schaanning, Maja.....	Librarian.....	Kristiansands Folkebibliotek, Norway
Scripture, Bessie B.....	Reference assistant.....	Columbia University Library, New York City
Scripture, Bessie B.....	Reference librarian.....	Minneapolis Public Library
Thomas, Arthur N.....	Reading room assistant.....	Library of Congress, Washington
Vaile, Lucretia.....	Assistant reference librarian..	Denver Public Library
<b>1915</b>		
Allison, Gladys B.....	Assistant, order and accession dep't	University of Texas Library, Austin
Broomell, Ellyn C.....	Junior assistant, Lewis Institute branch	Chicago Public Library
Davis, Elizabeth L.....	Assistant.....	Mount Holyoke College Library, South Hadley, Mass.
Furbeck, Mary E.....	Cataloger.....	Forbes Library, Northampton, Mass.
Hartmann, Astrid.....	Librarian.....	Trondhjems Folkebibliotek, Norway
Lamb, C. Louise.....	Librarian, Branch B.....	Minneapolis Public Library
Martin, Mamie R.....	Librarian, High school branch	Gary (Ind.) Public Library
Searce, Helen A.....	Assistant.....	Purdue University Library, Lafayette, Ind.
Seip, Karen.....	Assistant.....	Bergens Offentlige Bibliotek, Norway
Sharpe, Margaret.....	Assistant.....	Wesleyan University Library, Middletown, Conn.
Smith, Alfhild A.....	Assistant.....	Trondhjems Folkebibliotek, Norway
Wallace, Ruth.....	Head cataloger.....	Evansville (Ind.) Public Library
Winship, Vera L.....	Assistant, catalog and reference dep'ts	Cincinnati Public Library

## Temporary positions reported, October 1, 1913-September 30, 1914

CLASS AND NAME	POSITION	INSTITUTION AND PLACE (UNLESS IMPLIED)
1892 Robbins, Mary E.....	Examiner of library schools for A. L. A. committee on professional training	American Library Association
Robbins, Mary E.....	Instructor.....	Riverside (Cal.) Public Library
1894 Bullock, Edna D.....	Organizer.....	Western Theological Seminary Library, Pittsburgh
1895 Stanley, Harriet H.....	Instructor.....	McGill University Library Summer School, Montreal
1901 Phelps, Anna R.....	Organizer.....	Mount Kisco (N. Y.) Public Library
Phelps, Anna R.....	Assistant.....	Utica (N. Y.) Public Library
Vought, Sabra W.....	Instructor.....	University of Utah Library Summer School, Salt Lake City
Vought, Sabra W.....	Instructor.....	Chautauqua (N. Y.) Summer Library School
1906 Judson, Katharine B.....	Assistant.....	Newark (N. J.) Public Library
1908 Kimball, Florence B.....	Cataloger.....	Providence Athenaeum Library
1909 Searcy, Katherine A.....	Assistant.....	Illinois Library Extension Commission, Springfield
1912 Hill, Grace.....	Instructor, summer library course	Riverside (Cal.) Public Library
Holmes, Florence I.....	Organizer.....	Cordelia A. Greene Library, Castile, N. Y.
Holmes, Florence I.....	Assistant.....	Middlebury (Vt.) College Library
Hamilton, William J.....	Summer assistant.....	Minneapolis Public Library
Richardson, Mary C.....	Summer assistant.....	Minneapolis Public Library
1913 Dice, J. Howard.....	Substitute assistant, Mount Washington branch	Carnegie Library, Pittsburgh
Walkley, Raymond L.....	Bibliographic assistant.....	U. S. Bureau of Education Library Washington
1914 Bowles, Verne.....	Assistant, order section.....	New York State Library
Rothrock, Mary U.....	Assistant, book selection section	New York State Library
Slomann, P. F. Vilhelm..	Assistant.....	John Crerar Library, Chicago
Wilcox, Ruth S.....	Branch assistant.....	New York Public Library
1915 Byrne, Paul R.....	Summer assistant.....	Buffalo Public Library
Calkins, Ruth H.....	Summer assistant, Tompkins Square branch	New York Public Library
Durkee, Florence E.....	Assistant.....	Galva (Ill.) Public Library
Durkee, Florence E.....	Assistant.....	John Crerar Library, Chicago
Lawson, Mildred H.....	Organizer, Sabbath school library	Temple Beth Emeth, Albany
McMillen, James A.....	Cataloger.....	New York Public Library
Spicer, Inez.....	Summer assistant.....	University of Missouri Library, Columbia
Ver Nooy, Winifred.....	Summer assistant.....	University of Chicago Library

**New York State Library School Association.** At a meeting held at the Home Club, May 26, 1914, during the Washington conference of the American Library Association, the following officers were elected for 1914-15:

*President*, Everett R. Perry '03, librarian, Los Angeles, Cal.,  
Public Library

*First Vice President*, Charles E. Rush '08, librarian, St Joseph, Mo.

*Second Vice President*, Alice N. Hays '03, classifier, Leland Stanford Junior University, Cal.

*Secretary-treasurer*, Harriet Rosa Peck '04, librarian, Rensselaer Polytechnic Institute, Troy, N. Y.

*Executive committee*, Joseph L. Wheeler '09; Isabella K. Rhodes '10; Josephine Taber '03

*Member of advisory board*, 1914-17, Caroline M. Underhill '89

In view of the difficulty of assembling in any one place all the former students present at the conference, the usual annual dinner was omitted, its place being taken by a reception at the Home Club given by former students resident in the District of Columbia.

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An alumni event of considerable interest was the celebration on April 1, 1914 of the completion of 25 years of continuous service in the New York State Library of Misses Ada Alice Jones and Florence Woodworth and Mr Walter S. Biscoe. Nineteen classes of the school were represented and the New York State Library School Association presented a beautiful memorial to each of the three honored by the celebration. A more extended account of this quarter-centenary is in the *Library Journal* for May 1914.

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The different classes of the school as well as individual former students continue to show their interest by their gifts to the school. During the past school year the following have been received:  
From the New York State Library School Association:

\$50 for entertainment purposes

From the class of 1893:

Bas-reliefs of Orpheus, Eurydice and Hermes, and Nike untying Sandals

From the class of 1909:

Framed portrait of Dr Herbert Putnam, Librarian of Congress

From the class of 1913:

Four pewter candlesticks with candle holders, metal cuirasses, silk shades and protectors

From Mary L. Jones '92:

Framed portrait of Harriet E. Green, instructor in the New York State Library School, 1888-93

From Mary L. Sutliff '93:

An excellent collection of several hundred bookplates and bookplate literature

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The influence of the alumni (not as an organization but as individual librarians of recognized merit) is illustrated by an examination of the 1914 handbook of the American Library Association. Three hundred sixteen of the 2905 members of the association are former students of the school. These include 16 of the 96 life members and the following present and past officers: 2 ex-presidents, 2 secretaries, 2 recorders, 1 registrar, 4 treasurers, 13 members of the present council and 20 members of the 1914-15 committees.

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**Necrology.** The deaths of three former students have been reported during the year. The death of one during the previous year has also not been recorded. Annie Eliza Hutchins, a member of the class of '88 and a cataloger with experience in several prominent libraries, died December 15, 1912.

Mary Abby Richardson, who attended the school January-June, 1888, died December 8, 1913. Miss Richardson, in addition to temporary service in various libraries, was librarian of Atlanta University, 1889-91, and of the New London (Conn.) Public Library, 1891-1901. For the last seven years of her life she was a member of the staff of the Wesleyan University Library.

Katharine Lucinda Sharp '92, founder and for 14 years head of the University of Illinois Library School, died June 1, 1914 as the result of an accident. Appreciations of Miss Sharp and her work are given in the *Library Journal*, July 1914, pages 564-65, and *Public Libraries*, July 1914, pages 287-88.

Marguerite Waldron Bonnett '04, for a number of years an assistant in the reference department of the Carnegie Library of Pittsburgh, died February 28, 1914.

## NOTES AND COMMENTS

**Gifts.** In addition to the alumni gifts noted on pages 24-25, considerable other material has been given to the school during the past year. Perhaps the most important single gift came from Mrs L. Haffkin-Hamburger of the Shaniawsky University, Moscow, Russia. This included 17 of her own publications on library economy and a collection of more than forty lantern slides showing exteriors and interiors of Russian libraries. This collection is accompanied by a manuscript article on libraries and the library movement in Russia. By request of the donor, these are available, as loans, to other library schools who may desire to use them as adjuncts to their courses in the history of libraries.

A number of books have been given to the school's collection of juvenile literature. Among the donors have been the Mount Kisco Public Library, Miss Caroline M. Hewins, E. L. Clapp and L. O. Wiswell. A considerable number of commercial houses have also contributed material which has been added to the library museum as useful illustrative material.

**Library meetings.** A number of students attended the library institute of the Albany district, held at Albany May 8th. Eighteen of the students were excused from class work to attend the meeting of the American Library Association in Washington, May 25-29. This is the third consecutive year that the meeting of the association has been at a place and time which have made attendance possible.

**Exhibitions.** Many of the students acted as attendants at the "Making of a book" exhibit held in one of the schoolrooms, April 29-May 9, 1914. It is hoped that further cooperation with the State Library in the matter of public exhibits may be brought about during the coming year. The school has contributed material to a number of "school and library" exhibits during the past year, notably at the meetings of the American Library Association, the National Education Association, the New York State Teachers Association and the Book Arts Exposition at Leipzig. The "traveling exhibit" for educational meetings first prepared by the New York State Teachers Association and the Library School for the Albany meeting of the association in 1911 and now the property of the association, has met with much favor. At least one other library school has followed with a similar exhibit which has been considerably used. The United States Bureau of Education also prepared a similar but more extensive exhibit for the 1914 meeting

of the American Library Association. This, like its predecessors, is to be lent to educational associations throughout the country.

**Publications.** Excluding purely administrative blanks and forms, the following school publications have been issued during the year:  
*Lecture outlines and problems*, 3. (Library School Bulletin 34).

114p. 1912.

Revised and rewritten edition of Library School Bulletins 12 and 20.

*27th Annual Report of the New York State Library School, 1913.*

(Library School Bulletin 35). 37p. 1914.

*New York State Library School: Summer session, 1914.* 4p. 1914.

*New York State Library School: Circular of Information, 1914-15.* 33p. 1914.



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*The University of the State of New York  
New York State Library, May 14, 1915*

*Hon. John H. Finley  
President of the University*

DEAR SIR:

I have the honor to transmit herewith and to recommend for publication the manuscript for a third edition of *Selected National Bibliographies*, the first two editions of which were printed as Library School Bulletins 7 and 26, in 1900 and 1908. This list is the basis of an important course in the State Library School, and the fact that it has been widely used in similar work in other library schools has exhausted the two earlier editions of two thousand copies each. The need for the present edition affords a welcome opportunity for revision.

Very respectfully

J. I. WYER, JR

*Director*

THE UNIVERSITY OF THE  
STATE OF NEW YORK

*Approved for publication this 20th day of May 1915*

A handwritten signature in dark ink, reading "John H. Finley". The signature is written in a cursive style with a horizontal line underneath the name.

*President of the University*



# University of the State of New York Bulletin

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NOVEMBER 15, 1915

## New York State Library

Library School Bulletin 38

### SELECTED NATIONAL BIBLIOGRAPHIES

This list of national bibliographies is a revision of two similar previous lists printed in 1900 and 1908 as Library School Bulletins 7 and 26. Like its predecessors, its primary purpose is to furnish an outline for the course in national bibliography offered in the New York State Library School.

The purpose of the list has necessarily led, in some cases, to rather arbitrary inclusions and exclusions. The complete destruction by fire in 1911 of the excellent collection on which the older lists were based has led to the omission of several titles which are either no longer available or which have been practically superseded by other books in the present collection of the New York State Library. The aim in general has been to limit the list to national bibliographies and to exclude subject bibliographies, which are treated in a separate course, but occasional exceptions have been made. Lists of government documents and periodicals are not included because dealt with in another course.

The list is merely representative and in no sense an attempt at completeness or a definitive selection of the best national bibliographies, though none have been included which are not useful and in some repute among bibliographers or booksellers. The sections on bibliographies of bibliography and general bibliography have been retained, the former in abridged form, and brief sections on Canadian, and Spanish American bibliography and a brief list of important bibliographies of incunabula have been added at the suggestion of librarians and library school instructors.

The national bibliographies of each country are arranged in rough chronological order according to the period covered by each work, the bibliographical periodicals being placed last. The list prices of most of the later books are given and, in most cases, the approximate average auction or secondhand price of out-of-print books.



The following abbreviations are used for foreign currency. The approximate equivalents in American currency are based on 1915 exchange. (Obsolete currency is given in contemporary equivalents.)

£	pound	\$4.87	l.	lira	20c
c.	centime	$\frac{1}{2}$ c	m.	mark or Reichsmark	24c
d.	penny	2c			
f.	gulden (Dutch florijn)	40c	öre.		$\frac{1}{2}$ c
fl.	florin or gulden (Austria-Hungary)	40 $\frac{1}{2}$ c	peseta (Spanish)		20c
fr.	franc	20c	pf.	pfennig	$\frac{1}{2}$ c
kr.	kreuzer (Austrian)	$\frac{1}{2}$ c	rd.	rigsdaler	54c
kr.	kreuzer (German)	$\frac{3}{4}$ c	s.	shilling	25c
kr.	krona (plu. kronor) (Swedish)	27c	sk.	skilling	1c
			spd.	spéciedaler	91c
kr.	krona (plural kroner) (Danish and Norwegian)	27c	thlr.	thaler	72c

Books in the New York State Library are indicated by their call numbers but, in view of the frequent changes in the special collections shelved in the different sections of the library, their shelf location is not indicated. The titles not in the New York State Library have in every case been included either because of their importance or at the suggestion of librarians who have found them of value in their own work. The annotations on the Library of Congress catalog cards have been freely used but, in the case of variant editions, the specific description given is that of the copy in the New York State Library.

Serviceable lists of bibliographical terms and abbreviations may be found in the following:

- Blackburn, C. F.** Hints on catalogue titles. Lond. 1884  
025.3 B628
- Cim, Albert.** Le livre. Par. 1908. v. 5:149-268. 010 C57
- Caspar, C. N.** Vocabulary of terms, phrases and abbreviations in English, German, French, Italian, Dutch, Latin, etc. employed in literature, the graphic arts and the book, stationery and printing trades. (*In his* Directory of the American book, news and stationery trade. Milwaukee, C. N. Caspar, 1889, p. 1300-81.) 655.473 qC34
- Congrès international des éditeurs.** Vocabulaire technique de l'éditeur en sept langues: français, deutsch, english, español, hollandsch, italiano, magyar. Berne 1913. 655 qL61

**Kleemeier, F. J.** Handbuch der bibliographie. Wien. 1903. p. 271-91. o10 K63

**Rouveyre, Edouard.** Connaissances nécessaires à un bibliophile. 5th ed. Par. 1899. v. 2:113-36; 10:119-68. o10 R86

**Walter, F. K.** Abbreviations and technical terms used in book catalogs and in bibliographies. Bost. 1912. o10.3 W23

**Moth, Axel.** Technical terms used in bibliographies and by the printing trade. Bost. 1915. o10.3 M91

### BIBLIOGRAPHY OF BIBLIOGRAPHIES

**Josephson, Aksel Gustav Salomon.** Bibliographies of bibliographies, chronologically arranged, with occasional notes and an index. Chic. 1901. 45p. O. (Bibliographical society of Chicago. Contributions to bibliography. v.1) o.p. o16.01 J83  
500 copies printed for the Bibliographical society of Chicago.

Reviewed, with numerous additional bibliographical entries, by Vilhelm Grundtvig in *Zentralblatt für Bibliothekswesen*, 20:405-44, Sept.-Oct. 1903.

——— 2d ed. Chic., Bibliographica society of America, 1913.

Reprinted from the *Bulletin of the bibliographical society of America*, 1910-12, v. 2, no. 3-4, July-Oct. 1910, p. 53-55; v. 3, no. 1-2, Jan.-Apr. 1911, p. 23-24; v. 3, no. 3-4, July-Oct. 1911, p. 50-53; v. 4, no. 1-2, Jan.-Apr. 1912, p. 23-27, and *Papers of the bibliographical society of America*, 1912-13, v. 7, no. 1-2, p. 33-40; no. 3-4, p. 115-29.

**Peddie, Robert Alexander.** National bibliographies; a descriptive catalogue of the works which register the books published in each country. Lond., Grafton & Co., 1912. 34p. O. 5s. o16.015 P37

Reprinted from the *Library world*, v. 12:301-4, 354-56, 379-80, 424-26, 459-67; v. 13:55-57, 165-68, 273-74, 371. Feb. 1910-June 1911.

**Courtney, William Prideaux.** Register of national bibliography, with a selection of the chief bibliographical books and articles printed in other countries. Lond., Constable, 1905. 2v. O. 13s 6d. o16.01 C86  
Secondhand, 1910-11, \$3 to \$6.33.

——— v.3. Lond., Constable, 1912. 340p. O. 15s.

**Stein, Henri.** Manuel de bibliographie générale. (Bibliotheca bibliographica nova) Par., Picard, 1897. 895p. O. 18fr. (Manuels de bibliographie historique. no. 2) o16.01 S81  
Secondhand, 1911, \$3.25.

**Petzholdt, Julius.** Bibliotheca bibliographica; kritisches verzeichniss der das gesamtgebiet der bibliographie betreffenden litteratur des in- und auslandes in systematischer ordnung mit alphabetischem namen- und sachregister. Lpz., Engelmann, 1866. 939p. O. 4thlr. o.p. 016.01 P51  
Secondhand, 1911, about \$2.

**Pawlowski, Gustave.** Les travaux bibliographiques de 1867 à 1878. (*In* Paris, Congrès bibliographique international. Compte rendu des travaux. 1879. 1:485-550) 016.01 P33  
Published by the Société bibliographique.

**Stein, Henri.** . . . Les travaux bibliographiques de 1878 à 1888. . . Par., Société bibliographique, 1889. 104p. O. 016.01 S81t  
Extract from Congrès bibliographique international, Paris, 1888, *Compte rendu des travaux.*

**Vallée, Léon.** Bibliographie des bibliographies . . . Par., Terquem, 1883. 773p. O. 25fr. 016.01 V18  
Secondhand, with supplement, 1911, from about \$8 to \$10.

——— ——— Supplément. Par., Terquem, 1887. 354p. O. 15fr. 016.01 V18

**John Crerar Library.** List of bibliographies of special subjects. Chic., John Crerar Library, 1902. 504p. Q. 25c pap. 016.01 qJ65

**British Museum. Dept. of printed books.** List of bibliographical works in the reading room. 2d ed. rev. Lond., British Museum, 1889. 103p. O. 016.01 B86  
Compiled by G. W. Porter; revised and enlarged by G. K. Fortescue.

**New York (state). State Library.** Selection of cataloguers reference books in New York State Library. Alb., University of the State of New York, 1903. p.235-416. O. (Bulletin: bibliography. no. 36) 25c pap. o.p. 016 N551

**Langlois, Charles V.** Manuel de bibliographie historique. Par., Hachette, 1901-1904. 2v. in 1. D. v. 1, 4 fr; v. 2, 6 fr. Co10 L28

*Contents:* v. 1 Instruments bibliographiques  
v. 2 Histoire et organisation des études historiques

**Whitney, James Lyman.** Catalogue of the bibliographies of special subjects in the Boston Public Library; together with an index to the notes upon books and reading to be found in library catalogues, in periodical and other publications. Bost. 1890.

71p. Q. (Boston. Public Library. Bibliographies of special subjects. no.5) 016.01 W61a

Also published in Boston. Public Library. *Handbook for readers*, 1890, p. 22-262, and *Bulletin*, Apr. 1890, p. 135-205. 017.1 qB74b.

**Nachtmann, Mrs [Alice (Newman)].** Index to subject bibliographies in library bulletins to Dec. 31, 1897 . . . Alb., University of the State of New York, 1898. p. 367-428. O. (New York (state). State Library. Bulletin: bibliography. no. 14) 10c pap.

016 N555 v. 1

**Providence. Public Library.** Index to reference lists published in library bulletins . . . Oct. 1901-Dec. 1906. Bost., Boston Book Co., 1907. 31p.O. 25c. (Bulletin of bibliography pamphlets. no. 16)

Reprinted from the *Bulletin of bibliography*, Jan. 1907, v.4, no.10; Apr. 1907, v.5, no.1.

Quarterly reference lists, compiled by the Providence Public Library, appeared in the *Bulletin of bibliography*, Oct. 1899-Oct. 1906.

Monthly reference lists, compiled by the Providence Public Library, appeared in the *A. L. A. booklist*, Dec. 1905-Jan. 1908.

The *Index to reference lists published by libraries*, 1907-8, appeared in the *Bulletin of bibliography*, Oct. 1908-Jan. 1909 (5:125-26, 149-52); that for 1909 in the bulletin for Apr. 1910 (6:74-77). From 1911 to date, each January number of the bulletin contains the "index" for the preceding year. The complete file of "Indexes," 1901-14 (1 pamphlet, 7 numbers of the bulletin) is offered by the Boston Book Co. for \$2.55.

**Guild, Reuben Aldridge.** Librarian's manual; a treatise on bibliography, comprising a . . . list of bibliographical works; to which are added sketches of public libraries . . . N. Y., Norton, 1858. 304p. illus. sq.O. \$5. o.p. 016.01 G95

**Power, John.** Handy-book about books, for book-lovers, book-buyers and book-sellers. Lond., Wilson, 1870. 217p. pl.O. 8s 6d. o.p. 010 P88

Secondhand, 1908, from about 60c to \$1.75.

**Sabin, Joseph.** Bibliography of bibliography; or, A handy book about books which relate to books . . . an alphabetical catalogue of the most important works descriptive of the literature of Great Britain and America and more than a few relative to France and Germany . . . N. Y., Sabin, 1877. 150 p. O. \$1.50. o.p.

Sold at auction, 1905, for \$3.50.

**Kleemeier, Friedrich Johann.** Literatur: bibliographie, bibliothekswesen, inkunabeln, etc. (*In his* Handbuch der bibliographie. Wien., Hartleben, 1903. p.214-61) 010 K63

**Leypoldt, Frederick.** Bibliographical aids. (*In* American catalogue . . . subject entries. 1881. pref. p.5-20) 015.73 qA51 v.2  
Published by Publishers' Weekly Office.

**Wheatley, Henry Benjamin.** General bibliographies; Special bibliographies. (*In his* How to form a library. 1887. p.141-83) 025.2 W55

Published in London by Stock, 4 s. 6 d.; imported by Armstrong, \$1.25.  
"Popular ed.," 1902, sell: at 50c.

**Growoll, Adolf.** A bookseller's library and how to use it . . . N. Y., Publishers' Weekly, 1891. 72p. nar. D. \$1. o. p. 016.01 G88

Also in his *Profession of bookselling*, 1893, 1:6-25, 655.56 qG 88 v.1 and in *Publishers' weekly*, May-Aug. 1891, 39:679-81, 835-36, 859-64, 897-900; 40:10-13, 40-42, 197-99, 220-21, 015.73 P97 v.39-40.

**Gräsel, Arnim.** Manuel de bibliothéconomie . . . traduction de Jules Laude . . . Par., Welter, 1897. 628p. illus. O. 15fr. 020.2 G73m

Répertoires bibliographiques, p. 451-62.

—— Bibliographische und biographische litteratur. (*In his* Handbuch der bibliothekslehre. 1902. p.493-507) 020.2 G73h

**Bolton, Henry Carrington.** Helps for cataloguers of serials . . . (*In* Bulletin of bibliography, v. 1:37-40, Oct. 1897) 010.5 qB93

**Fletcher, William Isaac.** Bibliographies, American and English, published . . . 1892-date. (*In* Annual library index, 1892-1910. 1893-1911. 19 v. and its continuation, the American library annual, 1911-date)

Published by Publishers' Weekly Office, \$3.50 for 1892-1907, \$5 each for 1908-10. *American library annual*, 1911-date, \$5 a volume.

**Bibliographia bibliographica universalis; répertoire quinquennal des travaux de bibliographie**, publié sous la direction de H. La Fontaine . . . 1898-1904. Bruxelles, Institut international de bibliographie, 1904-07. 7v. in 2. O. (Bibliographia universalis. Contribution no. 31) 016.01 B58

v. 1, 1898-1902 is a reissue with new t.-p. of the annual volumes (Répertoire annuel des travaux de bibliographie).

**Hortzschansky, Adalbert.** Bibliographie des bibliotheks- und buchwesens, 1904-date. Lpz., Harrassowitz, 1905-date. O. (Beihfte zum Zentralblatt für bibliothekswesen) 016.01 H82

Price varies. Usually from 5 m to 8 m.

v. 1. 1904-07

v. 2. 1908-10

**Growoll, Adolf.** Book-trade bibliography in the United States in the 19th century. N. Y. 1898. 016.015.73 G88

For full entry, *see* p. 14.

——— Three centuries of English book-trade bibliography. N. Y. 1903. 015.42 G88

For full entry, *see* p. 18.

**Osborne, J. D.** Some French bibliographies. Lond. 1881.

016.01 O81

For full entry, *see* p. 26.

**Ottino, Giuseppe & Fumagalli, Giuseppe.** Bibliotheca bibliographica Italica . . . Roma 1889-95. 016.01 O89

For full entry, *see* p. 35.

**Josephson, Aksel Gustav Salomon.** Notes on Swedish bibliography. N. Y. 1900. 015.485 J83

For full entry, *see* p. 45.

**Lundstedt, Bernhard Wilhelm.** Aperçu de la principale littérature bibliographique de la Suède . . . Stockholm 1900. 015.485 L96

For full entry, *see* p. 45.

#### GENERAL BIBLIOGRAPHIES

**Brunet, Jacques Charles.** Manuel du libraire et de l'amateur de livres . . . Par. 1860-65. 6v. Q. 011 qB89 v. 1-6

——— Supplément . . . par P. Deschamps et G. Brunet.

Par. 1878-80. 011 qB89 v. 7-8

For full title *see* p. 26.

**Deschamps, Pierre Charles Ernest.** Dictionnaire de géographie ancienne et moderne; à l'usage du libraire et de l'amateur de livres . . . par un bibliophile . . . Par. Didot, 1870. 796p. O. 4ofr.

With bastard title *Supplément au Manuel du libraire et de l'amateur de livres* (Brunet).

Secondhand, 1910. \$5.50.

**Grässe, Johann Georg Theodor.** Trésor de livres rares et précieux . . . Dresde, 1859-69. o11 qG73

For full entry, see p. 31.

**Ebert, Friedrich Adolf.** Allgemeines bibliographisches lexikon. . . Lpz., Brockhaus, 1821-30. 2 v. sq.Q. 20thlr. o.p. o11 qE16  
Secondhand, 1908-10, \$1.50 to \$3.60

—— General bibliographical dictionary . . . Ox., University Press, 1837. 4 v. 2052p. O. 3os. o. p. o11 E16  
Sold at auction 1908-1913 from 8 s. to \$5 (Hoe copy).

**Watt, Robert.** Bibliotheca Britannica; or, A general index to British and foreign literature . . . Edin., 1824. o11 qW34  
For full entry, see p. 19.

**Denis, Ferdinand, Pinçon, Pierre & Martonne, Guillaume François de.** Nouveau manuel de bibliographie universelle. Par., Librairie encyclopédique de Roret, 1857. 706p. O. o. p. 20fr. (Manuels-Roret). o11 qD39  
Cost 1911, from 8 m. to \$4.

**Georgi, Theophilus.** Allgemeines europäisches bücher-lexicon . . . Lpz. 1742-53. o11 fG35

—— Supplement . . . Lpz. 1750-58. o11 fG35 v.6  
For full entry, see p. 26.

**Barbier, Antoine Alexandre & Desessarts, Nicolas Toussaint Lemoyne.** Nouvelle bibliothèque d'un homme de goût . . . Par., Bertrand, 1817. 5v. O. 25fr. o. p. o16 B23  
Based on La Porte's edition of L. M. Chaudon's *Bibliothèque d'un homme de goût*:  
Secondhand, about \$3.

[**Clarke, Adam**]. Bibliographical dictionary . . . Lond., Baynes, 1802-04. 6v. 1facsim. S. £1 4s. o. p. o11 C59

—— Bibliographical miscellany; or, Supplement to the Bibliographical dictionary . . . Lond., Baynes, 1806. 2v. tab. S. 7s. 6d. o. p. o11 C59b  
Sold at auction with supplement, 8v. in 4v. in 1906 for \$10.

#### AMERICAN TRADE BIBLIOGRAPHY

**Growoll, Adolf.** Book-trade bibliography in the United States in the 19th century; to which is added a Catalogue of all the books printed in the United States . . . published by the booksellers

in Boston, Jan. 1804. N. Y., Dibdin Club, 1898. 77+79p.  
port. D. \$3.50. 016.01573 G88

Secondhand, 1905, \$2.88.

**Evans, Charles.** American bibliography: a chronological dictionary of all books, pamphlets and periodical publications printed in the United States . . . from . . . 1639 down to and including the year 1820 . . . Chic. Privately Printed by the Blakely Press, 1903-14. v. 1-8. Q. \$15 net a vol. 015.73 qE92

*Contents:* v. 1 1639-1729. 1903.

v. 2 1730-50. 1904.

v. 3 1751-64. 1905.

v. 4 1765-73. 1907.

v. 5 1774-78. 1909.

v. 6 1779-85. 1910.

v. 7 1786-89. 1912.

v. 8 1790-92 1914.

v. 1-4 sold at auction, 1909 for \$24, in 1914 for \$46.

**Sabin, Joseph.** Dictionary of books relating to America from its discovery to the present time. N. Y., J. Sabin, 1868-92.

v. 1-20 [pt 2]. O.

016.97 S11

Half-title: *Bibliotheca americana.*

v. 20, pt 2 ends with Smith, H. H.

v. 15-20 ed. by Wilberforce Eames.

**Trübner, Nicolas.** Bibliographical guide to American literature: a classed list of books published in the United States of America during the last forty years, (1817-57). Lond., Trübner, 1859. 149+554p. O. 18s. 015.73 T86

**Roorbach, Orville Augustus.** *Bibliotheca Americana* . . . 1820-61. N. Y., Roorbach, 1852-61. 4v. O. o.p. 015.73 R77a

*Contents:* v. 1 1820-52; with a list of periodicals published in the United States.

v. 2 Supplement, Oct. 1852-May 1855.

v. 3 Addenda, May 1855-Mar. 1858.

v. 4 Mar. 1858-Jan. 1861.

Sold at auction, 1910-14, for \$21 to \$30.

——— 1820-1848 . . . N. Y., Roorbach, 1849.

357p. Q. o. p.

015.73 R77 v.1

——— Supplement . . . N. Y., Putnam, 1850.

124p. O. o.p.

015.73 R77 v.2

**Kelly, James.** American catalogue of books . . . published in the United States from Jan. 1861 to Jan. 1871 . . . with . . . names of learned societies and other literary associations, with



- . a list of their publications, 1861-71. N. Y., Wiley, 1866-71.  
2v. O. o. p. 015.73 K29

v. 1 has supplement containing list of pamphlets and addresses on the Civil War.

Sold at auction, 1910-13 for \$7 to \$15.

**American catalogue** under the direction of F. Leypoldt . . . of books in print and for sale . . . July 1, 1876; comp. by Lynds E. Jones. N. Y. 1880-81. 2v. sq. F. 015.73 qA51 v.1-2

— July 1, 1876-June 30, 1884; comp. under the . . . direction of R. R. Bowker by A. I. Appleton . . . N. Y. 1885. 2v. sq. F. 015.73 qA51 v.3-4

— July 1, 1884-June 30, 1890; comp. under the . . . direction of R. R. Bowker by A. I. Appleton and others . . . N. Y. 1891. 2v. sq. F. 015.73 qA51 v.5-6

— July 1, 1890-June 30, 1895; comp. under the . . . direction of R. R. Bowker . . . N. Y. 1896. 2v. sq. F. 015.73 qA51 v.7-8

— July 1, 1895-Jan. 1, 1900; comp. under the . . . direction of R. R. Bowker . . . N. Y. 1901. 2v. sq. F. 015.73 qA51 v.9-10

— Jan. 1, 1900-Jan. 1, 1905 . . . N. Y. 1905. 2v. Q. 015.73 qA51 v.11-12

— Jan. 1, 1905-Dec. 1907 . . . N. Y. 1908. 2v. Q. 015.73 qA51 v.13-14

— Jan. 1, 1908-Dec. 1910 . . . N. Y. 1911. Q. 015.73 qA51 v.15

v. 1 of each issue, 1876-1900, has author and title alphabet; v. 2, subject alphabet. v. 1, 1900-1910, has author, title, subject and series alphabet; v. 2 full title entries with annotations reprinted from the weekly record of the *Publishers' weekly* and cumulated into an alphabet for each year.

Published by the Publishers' Weekly Office.

Volumes for 1876, 1876-84, 1884-90, 1890-95 are out of print.

Auction prices vary greatly. The State Library copies cost in 1911, 1876-1900, \$25; 1900-5, \$3; 1908-10, \$7.70. Other 1911 prices at auction are 1884-95, \$10; 1890-95, \$5.50; 1895-1900, \$5.25. Publisher's prices (1913) were 1895-1900, \$15; 1900-4, pt 1, \$7.50, pt 2, \$7.50; 1905-7, pt 1, \$7.50, pt 2, \$6; 1908-10, \$10.

**United States catalog**; books in print, 1902; entries under author, subject and title, in one alphabet, with particulars of binding, price, date and publisher. 2d ed. Minneapolis, H. W. Wilson, 1903. 2150p. Q. \$15 net. 015.73 qU48 1902

Edited by Marion E. Potter.

Sold, 1908-12, at from \$12 to \$15.

The New York State Library also has the 1st ed. 1899. Minneapolis, H. W. Wilson, [1900]. 015.73 qU48 1899

——— Supplement, books published 1902-05. Minneapolis, H. W. Wilson, 1906. 2034p. Q. \$15 net. o. p. 015.73 qU48 1902-05  
 Edited by Marion E. Potter.

——— books in print, Jan. 1, 1912 . . . 3d ed. Minneapolis, H. W. Wilson, 1912. 2837p. F. \$30. 015.73 qU48 1912  
 Edited by Marion E. Potter and others.

**Annual American catalogue, 1886-1910;** being the full titles, with descriptive notes, of all books recorded in the Publishers' weekly . . . with author, title and subject index, publishers' annual lists and directory of publishers. N. Y., Publishers' Weekly, 1887-1911. 25v. Q. \$3. 015.73 qA61

For 1900-3, the annual volume is cumulated.

Not published for 1904 and 1907, the material for those years being included in the *American catalogue* for 1900-5 and 1905-7.

1900-10 title reads: *Annual American catalogue . . . . . containing record under author, title, subject and series . . .* with minor variations.

Also included in *Publishers' weekly* as an annual cumulation. Discontinued in this form with *Publishers' weekly*, Jan. 28, 1911. (The 1910 cumulation.)

**Publishers' trade list annual . . . 1873-date.** N. Y., Publishers' Weekly, 1873-date. v. 1-date. Q. \$2.50. 015.73 qP97  
 Title-page of v. 1 and binder's title of v. 1-4 read *Uniform trade list annual*.  
 An index volume was issued in 1902 with supplementary indexes in 1903 and 1904.

**Cumulative book index . . . annual cumulation;** author, title and subject catalog in one alphabet, 1898-date. White Plains, N. Y., H. W. Wilson, 1900-date. v. 1-date, O. \$6. 015.73 qU428

v. 1-15 published at Minneapolis.

Monthly.

Dec. 1902-Feb. 1903 are semimonthly.

**Book review digest, 1905-date.** White Plains, N. Y., H. W. Wilson, 1905-date, v. 1-date, Q. \$5. 015.73 qB72

v. 1-9, no. 10, published at Minneapolis.

Monthly.

v. 1 title reads: *Cumulative book review digest*.

Annual cumulations, \$3 each.

1905-13, the annual cumulation for the year is in the December number.

Beginning 1915 (the 1914 cumulation) the annual cumulation will be in the February number of the succeeding year.

**Publishers' weekly:** American book-trade journal . . . Jan. 1872-date. N. Y., Publishers' Weekly, 1872-date. v. 1-date, O. \$4. 015.73 P97

v. 1-2 have title *Publishers' and stationers' weekly trade circular*. Preceded, 1851-55, by *Norton's literary gazette*, and 1855-72, by *American literary gazette*.

**United States Copyright office.** Catalogue of copyright entries 1891-date. Wash., Government Printing Office, 1891-date. v. 1-date, O. \$5. 015.73 U482

Ser. 1, 47 v. 1891-June 1906; new ser. v. 1-date, July 1, 1906-date.

Ser. 1 has title *Catalogue of title entries of books and other articles*.

In new series, July 1, 1906-date, each volume is in four parts:

pt 1 Books, dramatic compositions, maps and charts, index.

pt 2 Periodicals.

pt 3 Musical compositions.

pt 4 Engravings, cuts and prints; chromos and lithographs; photographs; fine arts.

**Literary gazette and publishers' circular.** . . May 1851-Aug. 1855. N. Y., 1851-55. 5v. in 4, F.

Monthly and semimonthly. Published by C. B. Norton; v. 1, title reads *Norton's literary advertiser*. Succeeded by *American literary gazette*, Sept. 1855-Jan. 15, 1872, and by *Publishers' weekly*, Jan. 18, 1872-date.

**American literary gazette and publishers' circular;** Sept. 1855-Jan. 15, 1872. Phil. Childs, 1855-72. 27v. in 17, v. 1-9, Q; v. 10-27, O. 015.73 A515

Sept. 1855-June 1861, weekly; July 1861-Dec. 1862, monthly; Jan. 1863-Jan. 1872, semimonthly. v. 1-2 ed. by C. B. Norton; v. 1-10 published under title *American publishers' circular and literary gazette*. Succeeded, Jan. 18, 1872-date, by the *Publishers' weekly*.

New York State Library set lacks numbers after Oct. 16, 1871.

**American book-prices current;** a record of books, manuscripts and autographs sold at auction . . . Sept. 1, 1894-date . . . N. Y. Dodd, 1895-date. v. 1-date, O. \$6 net. 018.3 A51

1894-1914, compiled by L. S. Livingston.

Each volume printed in a limited edition of from 400 to 900 copies.

Prices vary and may be had on application to publisher. Some auction prices are v. 1-7, \$17.50 (1910); v. 1-8, \$21; v. 1-17, \$32; v. 1-18, \$34 (1914). Single volumes sold, 1910-15, at from \$3 to \$6.50 a vol.

#### ENGLISH TRADE BIBLIOGRAPHY

**Growoll, Adolf.** Three centuries of English book-trade bibliography; an essay on the beginnings of book-trade bibliography since the introduction of printing and in England since 1595 . . . also

a list of the catalogues, etc., published . . . from 1595-1902, by Wilberforce Eames . . . N. Y. Dibdin Club, 1903. 195p. port. facsim. O. \$5 net. 015.42 G88

550 copies printed.

**London, Stationers' company.** Transcript of the registers of the Company of Stationers of London; 1554-1640 . . . ed. by Edward Arber. Lond. Privately printed, 1875-77; Birmingham, 1894. 5v. Q. 655.4421 qL84

*Contents:* v. 1, Text. Detailed cash accounts to July 22, 1571. Summary cash abstracts onward to Aug. 2, 1596; v. 2, Text. Entries of books to June 25, 1595. Entries of apprentices and freemen, calls on the livery and fines to July 2, 1605; v. 3, Text. Entries of books to July 11, 1620. Entries of freemen to December 31, 1640. Succession of master printers in London, 1586-1636; v. 4, Text. Entries of books to November 3, 1640. Calls on the livery and promotions to the assistance to December 31, 1640; v. 5, Index. Mr C. R. Rivington's paper on the Records of the Stationers' company, 1881-93. List of 847 London publishers, 1553-1640. Bibliographical summary of English literature, 1555-1603. Index of the mechanical producers of English books, 1553-1640.

250 copies printed.

**Arber, Edward, ed.** Term catalogues, 1668-1709 . . . a contemporary bibliography of English literature in the reigns of Charles II, James II, William and Mary, and Anne; ed. from . . . lists of new books and reprints . . . issued by the booksellers, etc. of London . . . Lond. Privately printed, 1903-06. 3v. sq.Q. 015.42 qT31

Sold at auction, 1914, for \$3.75.

— Transcript of the registers of the Worshipful company of stationers; from 1640-1708 A.D. Lond. Privately printed, 1913-

Ed. for the Roxburghe club by G. E. Briscoe Eyre. Entries transcribed by H. B. Plomer.

**Watt, Robert.** Bibliotheca britannica; or, A general index to British and foreign literature . . . Edin. Constable, 1824. 4v. Q. o.p. 011 qW34

v. 1-2 authors; v. 3-4 subjects.

Sold at auction, 1910-14, \$3.36-\$10.

**Allibone, Samuel Austin.** Critical dictionary of English literature and British and American authors living and deceased, from the earliest account to the latter half of the 19th century; containing over 46,000 articles (authors), with 40 indexes of subjects . . . Phil. Lippincott, 1899 [c'54-'98]. 3v. Q.

820.92 qA43

Paged continuously.

- Supplement . . . containing over 37,000 articles (authors), and enumerating over 93,000 titles; by John Foster Kirk . . . Phil. Lippincott, 1899 [c'91]. 2v. Q. 820.92 qA43 v.4-5

Paged continuously.

Price, including supplement, \$17.50.

- Lowndes, William Thomas.** Bibliographer's manual of English literature, containing an account of rare, curious and useful books, published in or relating to Great Britain and Ireland, from the invention of printing; with bibliographical and critical notices, collations of the rarer articles, and the prices at which they have been sold . . . new ed. rev . . . and enl.; with an appendix relating to the books of literary and scientific societies, by Henry G. Bohn. Lond. Bell, 1885. 6v. D. 5s ea.

015.42 L91a

A reprint of Bohn's ed. of 1857-64.

New York State Library also has the following editions: Pickering, 1834; Bohn, 1864; Bell, 1858?-64?, 1878-81.

- British Museum. Dept. of printed books.** Catalogue of printed books . . . Lond. Printed by W. Clowes, 1881-1900. 393pt F. o.p. 018.1 fB86

Each part contains about 300 double columns (numbered separately).

With last part were issued a general title-page, list of parts, and preface.

The section "Periodical publications," first published in 1885-86 (6 parts and index) was revised and reissued in 1899. Titles grouped under places of publication, the latter arranged alphabetically.

Complete sets now practically unobtainable.

Price varies with condition of set.

- Supplement . . . Lond. Printed by W. Clowes, 1900-5. 43 pt in 14v. F. £10 net. 018.1 fB86i

"Contains the titles of all books which were added to the library of the British Museum during the years 1882-99 inclusive, but were not incorporated in the general catalogue during the process of printing."

- Sonnenschein, William Swan.** The best books: a reader's guide to the choice of the best available books (about 100,000) in every department of science, art and literature, with the dates of the first and last editions, and the price, size and publisher's name (both English and American) of each book; a contribution towards systematic bibliography; with complete authors and subjects indexes. 3d ed. (entirely rewritten) . . . Lond., Routledge, 1910-. O. 14s net ea. pt; N. Y. Putnam, \$3.50 ea. pt. 016 S69

Cover title.

To be completed in three parts; part 3 in preparation.

First edition Sept. 1887; 2d edition Mar. 1891; reissued (with a few corrections) June 1891; Mar. 1894; Sept. 1896.

New York State Library also has edition of 1891.

In 1895 Sonnenschein published the first supplement to his Best books, with title *Reader's guide to contemporary literature*. . . . 775 p. Q. 016 qS69

**London, William.** Catalogue of the most vendible books in England, orderly and alphabetically digested . . . with Hebrew, Greek, and Latin books, for schools and scholars . . . Lond. 1658. (194)p. O. 015.42 L847

2d issue; 1st issue, 1657.

— A supplement of new books come forth since Aug. the first 1657 till June the first 1658, which is intended to be continued . . . [Lond. 1658.] 10p. O. 015.42 L847

Sold at auction, 1905-14, in various states, \$8.21-\$19.40.

**General catalogue** of books in all languages, arts and sciences, printed in Great Britain and published in London from . . . 1700 to 1786. Lond. Bent, 1786. 168 p. O. o.p. 015.42 G32

**London catalogue of books**, with their sizes and prices; corrected to Sept. 1799. Lond. Bent, 1799. 166 p. O. o.p.

015.42 L84 1700-1818

— — An appendix to the London catalogue of books, containing the new publications, and the books that have been altered in size and price, since Aug. 1799 to the end of . . . 1800. Lond. Printed by M. Brown, [1800]. 167-182p. O. o.p. 015.42 L84 1700-1818

With the *London Catalogue*, 1799.

— — with their sizes, prices, and publishers, containing the books published in London and those altered in size, or price, since . . . 1800 to Oct. 1822. Lond., Bent. 1822. 239 p. O. o.p. 015.42 L84 1800-1822

— — published in Great Britain, with their sizes, prices and publishers' names, 1816 to 1851. Lond. Hodgson, 1851. 644p. O. o.p. 015.42 L84 1816-51

— Classified index to the London catalogue of books published in Great Britain, 1816 to 1851 . . . Lond. Hodgson, 1853. 285 p. O. o.p. 015.42 L84 1816-51a

— 1831 to 1855. Lond. Hodgson, 1855. 583p. O. o.p. 015.42 L84 1831-55

The New York State Library also has other volumes of the *London catalogue* for the years covered by the entries given above.

**English catalogue of books** . . . 1801-date, Lond. S. Low,  
1864-date. O-Q.

Subtitle varies.

Supersedes the *London catalogue* and the *British catalogue*.

Supplemented by the *Annual English catalogue of books*, 015.42 qE58; by the *Publishers' circular*, 015.42 qP97; and by the *Bookseller*, 015.42 qB72.

[V. 1 pt 1], for 1801-36, comp. by R. A. Peddie and Quentin Waddington, published in 1914.

[V. 1 pt 2]-4, author alphabets; [v. 1 pt 1]-v. 5-date; authors and subjects in one alphabet.

*Contents:* [v. 1 pt 1] 1801-36. 1914. £ 4 4s.

[v. 1 pt 2,] Jan. 1835-Jan. 1863. 1864 o. p.

v. 2 Jan. 1863-Jan. 1872. 1873. o. p.

v. 3 Jan. 1872-Dec. 1880. 1882. £3 net.

v. 4 Jan. 1881-Dec. 1889. 1891. £4 4s. net.

v. 5 Jan. 1890-Dec. 1897. 1898. £4 4s. net.

v. 6 Jan. 1898-Dec. 1900. 1901. £1 10s. net.

v. 7 Jan. 1901-Dec. 1905. 1906. £3 13s. 6d. net.

v. 8 Jan. 1906-Dec. 1910. 1911. £4 4s. net.

V. 1-3 comp. by Sampson Low.

— [annual] . . . 1837- v.1-date O-Q. Lond. S. Low,  
Marston & co. l't'd., 1837-date 6s. net 015.42 qE58

A copy of the vol. for 1888 bound with the *Annual American catalogue* for 1888, 015.73 qA61.

— Index . . . 1837-89. Lond. S. Low, Marston & co., l't'd.  
1858-93. 4v. Q. o. p. 015.42 qE581 v. o.

V. 1 has title: *Index to the British catalogue of books* . . .

*Contents:* v. 1. 1837-57; v. 2. 1856-Jan. 1876; v. 3. Jan. 1874-Dec. 1880;  
v. 4. Jan. 1881-Dec. 1889.

v. 1-3 comp. by Sampson Low.

**Reference catalogue of current literature;** containing the full titles  
of books now in print and on sale . . . Lond. J. Whitaker,  
1874-date. v. 1-date. O. 21s net. 015.42 R33

*Contents:* v. 1 1874.

v. 7 1894.

v. 2 1875.

v. 8 1898, in two parts.

v. 3 1877.

v. 9 1902, in two parts.

v. 4 1880.

v. 10 1906, in two parts.

v. 5 1885.

v. 11 1910, in three parts.

v. 6 1889.

v. 12 1913, in three parts.

Also sold by the R. R. Bowker co., New York City for \$6 each.

**Bookseller;** a weekly newspaper of British and foreign literature,  
with which is incorporated Bent's literary advertiser, established  
in the year 1802. Lond. J. Whitaker, 1858-date v. 1-date  
O-Q. 10s 6d *foreign price*. 015.42 qB72

V. 1-51, 1858-1908, issued monthly.

V. 52- 1909-date, also called new ser., v. 1-date.

**Publishers' circular** . . . Lond. Publishers' Circular L't'd., 1837-date. v. 1-date O-Q. 13s 6d *foreign price*. 015.42 qP97

1837-90, semimonthly; 1891- weekly.

Title varies.

**Current literature of the month**, with occasional notes and illustrations. Lond. J. Whitaker, 1858-date. v. 1-date. O. 2s6d.

Distributed, with imprint of distributing firm, by several European and American booksellers and importers.

Title varies: — 1908, *Monthly gazette of current literature*; 1909

— *Current literature of the month* . . .

**Book-prices current**; a record of the prices at which books have been sold at auction from Dec. 1886-date. Lond. E. Stock, 1888-date. v. 1-date. O. 27s 6d. 018.3 B722

Edited by J. H. Slater.

Period covered by each vol. changes: v. 1-12, Dec.-Nov.; v. 13- Oct.-July.

Some of the earlier vols. are o. p.

New York State Library set lacks v. 23 and 24.

— Index to the first 10 volumes of *Book-prices current*, 1887 to 1896 . . . a reference list of subjects and . . . a key to anonymous and pseudonymous literature. Lond. E. Stock, 1901. 472 p. O. 018.3 B722 v. 0

By William Jaggard.

For sale by Robert Scott, London, for 21s. net.

— Index to *Book-prices current* for the second decade, 1897 to 1906 . . . a key to the 10 volumes and . . . to anonymous, pseudonymous and suppressed literature; with a supplement of bibliophiles and bibliopoles. Lond. E. Stock, 1909. 1056 p. O. By William Jaggard.

For sale by Robert Scott, London, for £2 2s. net.

**Book-auction records**: a priced and annotated record of London, Dublin, Edinburgh and Glasgow book-auctions; ed. by Frank Karslake. Oct. 1, 1902-date. Lond., Karslake, 1903-date. v. 1-date. O. £1 1s. for current vol. 018.3 B723

Quarterly.

V. 1, pt 1, covering Oct. 1, 1902-Sept. 30, 1903, is a new, revised edition of *Sale records*, v. 1, covering June 3, 1902-June 27, 1903. The new edition has the imprint date 1903, but was published in 1908.

V. 1, pt 2, with the imprint date 1904, was published in 1907.

V. 1-7 give London book auctions only.

V. 9-date, record year begins in September.



**Livingston, Luther Samuel.** Auction prices of books: a representative record arranged in alphabetical order from the commencement of the English Book-prices current in 1886 and the American Book-prices current in 1894 to 1904, and including some thousands of important auction quotations of earlier date . . .

N. Y. Dodd, 1905. 4 v. Q. o. p. 018.3 qL78

Edition limited to 750 copies.

"In making this selection it has been the aim to include every important book (selling above the limit of price) in the following broad classes: (1) Books printed in England, or books in the English language printed abroad . . . (2) Americana, in its broadest sense . . . (3) Books printed . . . in the various countries of continental Europe before 1520."

Sold at auction, 1910-14, \$11-\$25.50.

#### CANADIAN BIBLIOGRAPHY

**Moir, Elizabeth.** List of books on Canadian bibliography in the reference department of the Toronto Public Library. (*In* Library world, 13:111-113, Oct. 1910). 020.5 L697

**Morgan, Henry James.** Bibliotheca canadensis; or, A manual of Canadian literature. Ottawa, G. E. Desbarats, 1867. 411 p. O. 015.71 M84

Sold at auction in 1907 for \$3.25.

**Haight, Willet] Ricketson].** Canadian catalogue of books. [1791-1895] Toronto, Haight & co., 1896. 130 p. O. 015.71 H14  
Sold secondhand with supplements for \$6.80 in 1912.

—— Annual Canadian catalogue of books. 1st supplement [1896] Toronto, Haight & co., 1898. [49]p. O. 015.71 H14

—— 2d supplement [1897]. Toronto, Haight & co., 1904. 57 p. O. 015.71 H14

**Burpee, Lawrence Johnstone.** Canadian bibliography for the year 1901. [Montreal] 1902. p. 233-344. O.

(From Transactions of the Royal Society of Canada. 2d ser. 1902-3, v. 8 sec. 2.)

**Canada. Library of Parliament.** Report of the joint librarians, 1871-date. (*In* Canada. Parliament. Sessional papers, 1871-date. Ottawa, Gov't printing office, 1871-date.)

From 1871-86 the report was made by "the librarian;" since then, by "the joint librarians." Each report, 1871-1900 included a "List of donations" and "a list of copyrights deposited in the Library of Parliament." Since 1901 the "list of copyrights deposited" has appeared regularly only in the *Canadian Patent Office record*.

From 1871-91 the reports have various sessional paper numbers; 1892-1900 they appear annually as Sessional paper 17 and 1901-date as Sessional paper 33.

**Canadian patent office record.** Ottawa, Gov't printing office, 1888-date. v. 1-date. O. \$2.

Monthly.

Since 1888 includes monthly list of "copyrights entered," superseding the annual list previously published in the annual report of the Library of Parliament included in the *Sessional papers* of the Canadian Parliament.

**Dawson, Samuel Edward.** Prose writers of Canada. Montreal, E. M. Renouf, 1901. 39 p. O. 015.71 D27

Revised and enlarged from the address delivered at the Montreal conference of the American Library Association, 1900. (*In American Library Association. Papers and proceedings*, 22:11-24, 1900 and *Library journal*, 25: conf. paging, p. 11-24. Aug. 1900. 020.5 L693.)

**Geddes, James, jr.** Bibliographical outline of French-Canadian literature. (*In Bibliographical Society of America. Papers*, v. 8:7-42. 1914.) 010.6 B582

**Stevens, Henry.** Catalogue of the Canadian and other British North American books in the library of the British Museum at Christmas, 1856. Lond. Henry Stevens, 1866. 14 p. O. (*In his catalogue of the American books in the library of the British Museum*, Christmas, 1856. Lond. Henry Stevens, 1866.) 016.73 S84

**Dionne, Narcisse Eutrope.** Inventaire chronologique des livres, brochures, journaux et revues publiés en langue française dans la province de Québec depuis l'établissement de l'imprimerie au Canada jusqu'à nos jours, 1764-1905] Quebec, [Royal Society of Canada] 1905. 175 p. O. 015.714 D59

Sold secondhand (with 3 following entries) for \$7 in 1912.

——— Table des noms et des matières . . 1764-1906. 21 p. O. 015.714 D59

Bound with preceding entry.

——— Inventaire chronologique des livres, brochures, journaux et revues publiés en langue anglaise dans la province de Québec depuis l'établissement de l'imprimerie en Canada jusqu'à nos jours, 1764-1906. Quebec [Royal Society of Canada] 1907. 228 p. O. 015.714 D59

Bound with his *Inventaire chronologique des livres . . . publiés en langue française dans . . . Québec.*

——— Inventaire chronologique des livres, brochures, journaux et revues publiés en diverses langues dans et hors la province de Québec. Premier supplément, 1904-1912. Quebec [Royal Society of Canada], 1912. 76 p. O. 015.714 D59

Bound with the three preceding entries.

## FRENCH BIBLIOGRAPHY

**O[~~s~~borne], J. D.** Some French bibliographies, by J. D. O. Lond.  
Office of the Bookseller, 1881. 87 p. D. 016.01 081

160 copies printed.

Reprinted from *The bookseller*, 1881, p. 10-16, 105-9, 232-40.

**Brunet, Jacques Charles.** Manuel du libraire et de l'amateur de livres: contenant 1, Un nouveau dictionnaire bibliographique dans lequel sont décrits les livres rares, précieux, singuliers et aussi les ouvrages les plus estimés en tout genre . . . depuis l'origine de l'imprimerie jusqu'à nos jours . . . 2, Une table en forme de catalogue raisonné . . . 5.éd. originale entièrement refondue et augmentée d'un tiers par l'auteur . . . [et Suppléments]. Par. Firmin-Didot frères, fils et cie. 1860-80. 9 v. in 8. il. Q. o. p. 011 qB89

*Contents:* Manuel du libraire et de l'amateur de livres . . . 1860-65. 6v.

Suppléments 2 v.

— Manuel du libraire et de l'amateur de livres. Supplément, contenant 1, Un complément du Dictionnaire bibliographique de J. C. Brunet . . . 2, La table raisonnée des articles au nombre d'environ 10,000, décrits au présent supplément par P. Deschamps et G. Brunet . . . Par. Firmin-Didot et cie. 1878-80. 2 v. in 1. O.

V. 7 of preceding entry.

Dictionnaire de géographie ancienne et moderne à l'usage du libraire et de l'amateur de livres . . . par un bibliophile . . . Par. Firmin-Didot frères, fils et cie, 1870. (*Half-title:* Supplément au Manuel de libraire et de l'amateur de livres.)

New York State Library also has ed. 3. 4 v. Brussels, P. J. de Mat, 1821; ed. 4. 5 v. Par. Silvestre, 1842-44.

Sold at auction, 9 v. 1913-14, \$35.15-\$51.50; 8 v. (exclusive of the *Dictionnaire de géographie*) 1911-13, \$39.90-\$53.35.

V. 8 of Brunets *Manuel du libraire*. The last two entries are often bound and sold separately.

**Georgi, Theophilus.** Allgemeinen europäischen bücher-lexicon, 5ter theil, in welchem die französischen auctores und bücher von allen disciplinen, so von dem 16te seculo an bis auf gegenwärtige zeit geschrieben und gedrucket worden sind, in alphabetischer ordnung zu finden; bei jedem buche ist die jahrzahl, der ort, das format, die bögen und der preiss, wie auch die unterschiedenen ausgaben angemercket . . . Lpz. Georgi, 1753. 404 p. F. o. p. 011 fG35 v. 5

V. 5 of Georgi's *Allgemeines europäisches bücher-lexicon*, for full entry of which see p. 30-31.

**Peignot, Gabriel.** Répertoire de bibliographies spéciales, curieuses et instructives, contenant la notice raisonnée; 1, des ouvrages imprimés à petit nombre d'exemplaires; 2, des livres dont on a tiré des exemplaires sur papier de couleur; 3, des livres dont le texte est gravé; et 4, des livres qui ont paru sous le nom d'Ana; ... rédigé et publié avec des remarques historiques, littéraires et critiques ... Par. Renouard, 1810. 286 p. O.

016.09 P37

Enlarged ed. of his "Bibliographie Curieuse" (Paris, 1808.)

Secondhand about \$2.

**Federn, Robert.** Répertoire bibliographique de la littérature française des origines à nos jours ... avec une préface de Remy de Gourmont, un tableau de la littérature française aux 19<sup>e</sup> et 20<sup>e</sup> siècles, présentée par écoles, et un index analytique. Lpz-Ber., F. Volckmar, (N. Y., G. E. Stechert & co.), 1913. 612 p. O. 3 m.

015.44 F29

Originally issued in 7 pts. 1911-13.

**Thieme, Hugo Paul.** Guide bibliographique de la littérature française de 1800 à 1906 ... prosateurs, poètes, auteurs dramatiques et critiques ... Par. H. Welter, 1907. 510 p. map. O. 25 fr. unb.; 27 fr. 50 bd.

016.84 qT43

"Avec indication: 1, pour chaque auteur, du lieu et de l'année de sa naissance, et, s'il y a lieu, de sa mort; 2, pour chaque ouvrage, de son format, de son éditeur et de la date de sa première édition; 3, à la suite de chaque auteur, des références, des critiques littéraires parues soit sous forme de livre, soit dans les revues et journaux, tant en France qu'à l'étranger."

A rev. & enl. ed. of his *La littérature française du 19<sup>e</sup> siècle*, 1897.

**Paris. Bibliothèque nationale.** *Dept. des imprimés.* ... Catalogue général des livres imprimés de la Bibliothèque nationale; auteurs ... Par. Imprimerie nationale, 1897-date. v. 1-date. O.

018.1 P232

At head of t. p.: *Ministère de l'instruction publique et des beaux-arts.*

*Contents:* v. 1-57 Auteurs; Aachs- Gaultherus.

**Quérard, Joseph Marie.** La France littéraire, ou Dictionnaire bibliographique des savants, historiens et gens de lettres de la France, ainsi que des littérateurs étrangers qui ont écrit en français, plus particulièrement pendant les 18<sup>e</sup> et 19<sup>e</sup> siècles ... Par. Firmin Didot père et fils, 1827-64. 12 v. O. 210 fr. o. p.

015.44 Q4f

V. 1-2 published by Firmin-Didot, père et fils, 1827-28; v. 3-10, by Firmin-Didot frères, 1829-39; v. 11-12, l'éditeur, 1854-57, 1859-64.

V. 11-12 form a supplement containing: v. 11 Corrections, additions, auteurs, pseudonymes et anonymes dévoilés [Abarbanel-Razy]; v. 12 19<sup>e</sup> siècle [Re-Roguet].

Continued by the author's *Littérature française contemporaine*. 1842-57.

— & others. *La littérature française contemporaine; 19<sup>e</sup> siècle . . . le tout accompagné de notes biographiques et littéraires . . .* Par. Daguin frères, 1842-57. 6 v. O. 96 fr. o. p. 015.44 Q41

A continuation of Quérard's *La France littéraire*.

V. 1 to v. 2, p. 282, by Quérard; the remainder by L. F. Bourquelot (v. 2, p. 282-v. 4, p. 35 with the assistance of C. Louandre; v. 4, p. 369-v. 5, p. 496 with F. A. Maury.).

V. 2-3 published by F. Daguin, 1846-48; v. 4-6, by Delaroque aîné, 1852-57

**Peddie, R. A., & Waddington, Q.** *Table alphabétique des matières de la France Littéraire de Quérard et de ses Suppléments, 1701-1840.* Par. Champion. 3 v. 200 fr.

Announced early in 1914, but not published when this bulletin went to press.

**Lorenz, Otto, (Henri).** *Catalogue général de la librairie française . . . 1840-date.* Par. D. Jordell, 1867. v. 1-date. O. 015.44 L86

Continuation of J. M. Quérard's *Littérature française contemporaine*. 1827-1849.

*Contents:*

v. 1-4 1840-65.	v. 14-15 1891-99.
v. 5-6 1866-75.	v. 16-17 Table des matières, 1891-99.
v. 7-8 Table des matières, 1840-75.	v. 18-19 1900-05.
v. 9-10 1876-85.	v. 20 Table des matières, 1900-05.
v. 11 Table des matières, 1876-85.	v. 21-22 1906-09.
v. 12 1886-90.	v. 23 Table des matières, 1906-09.
v. 13 Table des matières, 1886-90	v. 24 1910-12.

V. 1-11 published by Lorenz, v. 12-18 by Nilsson.

V. 12-date comp. by D. Jordell.

Now sold by Jordell, v. 1-23, unbound 840 fr.

**Vicaire, Georges.** *Manuel de l'amateur de livres du 19<sup>e</sup> siècle, 1801-1893; éditions originales; ouvrages et périodiques illustrés; romantiques; réimpressions critiques de textes anciens ou classiques; bibliothèques et collections diverses; publications des sociétés de bibliophiles de Paris et des départements; curiosités bibliographiques, etc; préface de Maurice Tourneux . . .* Par. A. Rouquette, 1894-1910. 7 v. O. 10 fr. a part. 015.44 V62  
Issued in 7 parts.

**Le Soudier, Henri** . . . Bibliographie française; recueil de catalogue des éditeurs français, accompagné d'une table alphabétique par noms d'auteurs et d'une table systématique. 12 éd. rev., cor. et . . . augm., Par. Le Soudier, 1900. 10 v. O. 50 fr. unb.; 80 fr. bd. 015.44 L63a

V. 10. Table alphabétique et systématique.

The New York State Library has also the edition of 1896 in 6 v. 015.44 L63.

— . . . Bibliographie française; 2. sér., paraissant par périodes quinquennales, comprenant les ouvrages parus depuis le 1er janvier 1900 . . . en un seul alphabet . . . Par. Le Soudier, 1908–date. v. 1–date. O. 015.44 L63a

Succeds Bibliographie française 1st. ser. to 1899.

**Bibliographie de la France**; journal général de l'imprimerie et de la librairie; publié sur les documents fournis par le Ministère de l'intérieur. Année 1811–date . . . Par. au Cercle de la librairie, 1811–date. v. 1–date. O-Q. 015.44 qB58

Weekly.

Ser. 1, 45 v. 1811–56; Ser. 2, v. 1–date. 1857–date.

Caption title; t. p. reads: Journal général de l'imprimerie et de la librairie.

From 1857 published in three parts: pt 1, Bibliographie; pt 2, Chronique; pt 3, Feuilleton.

Founded Nov. 1811; 1811–Mar. 1814 title reads: Bibliographie de l'Empire français.

1811–56 published by Pillet.

Edited by A. J. Q. Beuchot, 1811–47.

Preceded by *Journal typographique et bibliographique* (Sept. 1797–Oct. 1810. 13 v.) and *Journal général de l'imprimerie et de la librairie* (Dec. 1810–Sept. 1811. 1 v.)

New York State Library set incomplete.

**Revue générale de critique et de bibliographie** . . . Jan. 1903–date.

Par. Schleicher frères & cie, 1903–date. v. 1– O. 12 fr. *foreign price*. 015.44 R45

V. 1, bimonthly; v. 2–date monthly.

Title varies: v. 4, no. 37–41, Jan. 1903–Dec. 1905, *Revue générale de bibliographie française* Jan. 1906–date. *Revue générale de critique et de bibliographie* (Cover and caption title, Jan.–June 1906; *Revue générale de bibliographie française*).

New York State Library set incomplete.

**Revue critique des livres nouveaux** . . . Jan. 1906–date. Par. E.

Cornély & cie, 1906–date. v. 1–date. O. 6 fr. *foreign price*. 015.44 R451

Monthly except August and September.

Title varies; 1906–09, *Bulletin des bibliothèques populaires* . . . Pub. sous les auspices de la Bibliothèque de l'enseignement public et de l'Inspection générale des bibliothèques; 1910–date. *Revue critique des livres nouveaux*.

**Paris. Bibliothèque nationale.** *Dept. des imprimés.* Bulletin mensuel des récentes publications françaises . . . Par. H. Champion, 1882–date. v. 1–date. O-Q. 12 fr. *foreign price.* 015.44 P23  
Beginning with Jan. 1909 (v. 28) called "*Nouvelle série méthodique.*"  
Annual index and supplements (livres anciens, cartes et plans) issued beginning with 1909.

**Polybiblion; revue bibliographique universelle;** publication de la Société bibliographique. Par. Bureaux du Polybiblion, 1868–date. v. 1–date. Feb. [1868]–date. O. 010.5 P78  
Monthly.

With Aug. 1870 (v. 6, no. 2) publication was temporarily suspended.

V. 6, nos. 3 and 4 cover the months Oct. 1870–Mar. 1871 and Apr.–July 1871, respectively.

Beginning with 1875, 2 nos. are issued each month, forming 3 v. each year, the first 2 v. called *partie littéraire*, the 3d. v. called *partie technique*.

[Ser. 1] 12 v. 1868–74.

Ser. 2, v. 1–date. 1875–date.

V. 1–120, cost, unbound, in 1911 \$92.62.

**Catalogue mensuel de la librairie française** . . . Année 1876–date. Par. D. Jordell, 1876–date. v. 1–date. O. 6 fr. 015.44 C35  
Founded by O. Lorenz, continued from 1884 by La Librairie Nilsson, and by Jordell.

Issued for distribution by other firms.

**Mémorial de la librairie française;** revue hebdomadaire des livres; complément de la Bibliographie française . . . Par. Le Soudier, 1895–date. v. 1–date. O. 14 fr. *foreign price.*

1st. ser. complete in 1v. (1895–99), 80 fr.; 2d ser., 3v., (1900–09), 150 fr.

Includes monthly subject indexes and an annual index of authors, titles and subjects.

Distributed, with imprint of distributing firm, by several European and American booksellers and importers.

**Bibliographie mensuelle;** revue des livres nouveaux. Par. Bureaux de la Bibliographie Mensuelle, 1906–date. v. 1–date. O. 2.25 fr.

Founded by Pierre Dauze.

Not published during August and September.

Distributed, with imprint of distributing firm, by several European and American booksellers and importers.

#### GERMAN BIBLIOGRAPHY

**Georgi, Theophilus.** Allgemeines europäisches bücher-lexicon; in welchem . . . die allermeisten autores oder gattungen von büchern zu finden, welche . . . noch vor dem anfang des 16 seculi bis 1739 . . . sind geschrieben und gedruckt worden; bey iedem buche sind zu finden die unterschiedenen editiones, die jahr-zahl, das format, der ort, der verleger, die anzahl der

bögen und der preiss . . . Lpz. published by the author,  
1742-53. 5 v. in 2, F. o. p. o11 fG35

V. 1-4 general alphabet.

V. 5 French books.

— Supplement zu dessen Allgemeinen europäischen bücher-lexicom; in welchem . . . die autores dererjenigen bücher nach getragen worden so in denen vier erstern theilen nicht enthalten, desgleichen die von 1739 bis 1757 inclus. neu-edirten und wieder aufgelegten bücher zu finden . . . Lpz. published by the author, 1750-58. 3 v. in 1, F. o. p. o11 fG35 v. 6  
V. 6 1739-47; v. 7 1747-54; v. 8 1753-57.  
Secondhand, 1894, about \$6.  
New York State Library copies of v. 6-8 are bound together and numbered v. 6 of set.

**Grässe, Johann Georg Theodor.** Trésor de livres rares et précieux; ou, Nouveau dictionnaire bibliographique contenant plus de 100,000 articles de livres rares, curieux et recherchés, d'ouvrages de luxe, etc. avec les signes connus pour distinguer les éditions originales des contrefaçons qui en ont été faites, des notes sur la rareté et le mérite des livres cités et les prix que ces livres ont atteints dans les ventes les plus fameuses et qu'ils conservent encore dans les magasins des bouquinistes les plus renommés de l'Europe . . . Dresde, Kuntze, 1859-69. 7 v. in 8, F. 282 m. o. p. o11 qG73

V. 7 Supplément.

A facsimile reprint published by Welter, Paris, is sold at 175 fr. net.

Sold 1910-11 from \$50 to about \$55.

**Heinsius, Wilhelm.** Allgemeines bücher-lexikon; oder, Vollständiges alphabetisches verzeichniss der von 1700 bis zu ende 1892 erschienenen bücher welche in Deutschland und in den durch sprache und literatur damit verwandten ländern gedruckt worden sind nebst angabe der druckorte, der verleger und der preise . . . Lpz., 1812-94. 19 v. in 20. v. 1-5, 7, sq. O; v. 6, 8-19, sq. Q. o15.43 qH47

<i>Contents:</i> v. 1-4 1770-1810.	v. 12 1852-56.
v. 5 1811-15.	v. 13 1857-61.
v. 6 1816-21.	v. 14 1862-67.
v. 7 1822-27.	v. 15 1868-74.
v. 8 1828-34.	v. 16 1875-79.
v. 9 1835-41.	v. 17 1880-84.
v. 10 1842-46.	v. 18 1885-88.
v. 11 1847-51.	v. 19 1889-92.

No more published.

V. 1-7 published by Gleditsch, v. 8-19 by Brockhaus.

Secondhand, 1911, \$68 to \$100.



**Kayser, Christian Gottlob.** . . . Vollständiges bücher-lexicon; enthaltend alle von 1750 bis zu ende des jahres 1906 in Deutschland und in den angrenzenden ländern gedruckten bücher . . . Lpz. 1834-1911. v. 1-36, Q. o15.43 qK23

*Contents:* v. 1-6 1750-1832. v. 21-22 1877-82.  
 v. 7-8 1833-40. v. 23-24 1883-86.  
 v. 9-10 1841-46. v. 25-26 1887-90.  
 v. 11-12 1847-52. v. 27-28 1891-94.  
 v. 13-14 1853-58. v. 29-30 1895-98.  
 v. 15-16 1859-64. v. 31-32 1899-1902.  
 v. 17-18 1865-70. v. 33-34 1903-06.  
 v. 19-20 1871-76. v. 35-36 1907-10.

V. 1-8 published by Schumann, v. 9-24 by Weigel, v. 25-36 by Tauchnitz.

—— Sachregister zum . . . Bücher-lexicon . . . 511 p. Q. Lpz. Schumann, 1838. o15.43 qK23 v. o 1-6

Indexes first six volumes.

—— Vollständiges bücher-lexicon; sach- und schlagwortregister zum 27-36sten bande, 1891-1912. Lpz. Tauchnitz, 1896-1912. v. 27-36, Q. o15.43 qK23 v. o 27-36

*Contents:* v. 27-28 1891-94. v. 33-34 1903-06.  
 v. 29-30 1895-98. v. 35-36 1907-10.  
 v. 31-32 1899-1902.

V. 1-34 with indexes, secondhand, 1904-11 from \$100 to \$125.

**Hinrichs' katalog** . . . der im deutschen buchhandel erschienenen bücher, zeitschriften, landkarten, etc.; titelverzeichnis und sachregister . . . Lpz. J. C. Hinrichs'sche buchhandlung, 1871- date. v. [3]-date. Q. o15.43 qH66

Continues the Bücher-katalog of Albrecht Kirchhoff, v. 1-2. 1851-60. Lpz. 1856-61.

Beginning with the v. for 1866-70, the set is numbered v. 4, counting Kirchhoff's catalog as v. 1-2, and the catalog of 1851-65 as v. 3.

V. [3], has title: Hinrichs' bücher-catalog (1851-65)

V. 4-11 have title, with minor variations, Hinrichs' (1866-1905) fünfjahrs-katalog.

V. 8 (1886-90); v. 9 (1891-95) and v. 10 (1896-1900) in 2 pts each. v. 11 (1901-05)-date in 3 pts each.

*Contents:* v. 3 1851-65. v. 8 1886-90.  
 v. 4 1866-70. v. 9 1891-95.  
 v. 5 1871-75. v. 10 1890-1900.  
 v. 6 1876-80. v. 11 1901-05.  
 v. 7 1881-85. v. 12 1906-09.

V. 3-12 quoted secondhand 1911 at \$112.50. Volumes vary in price. V. 12 (new) 122.50 m.

**Hinrichs' repertorium** über die nach den halbjährlichen verzeichnissen; 1871-1885, erschienenen bücher, landkarten, etc. bearbeitet von Eduard Baldamus; mit einem sachregister. Lpz. J. C. Hinrichs, 1877-86. 3 v. O. 015.43 H66<sub>r</sub>

Quinquennial. No more published.

*Contents:* v. 1 1871-75.

v. 2 1876-80.

v. 3 1881-85.

**Dietrich, Felix**. Katalog von verlags-, preis- und firmenänderungen, rest-, partie- und gelegenheits-artikeln im deutschen und ausländischen buchhandel . . . Lpz. F. Dietrich, 1908-date. v. 1-date. Q. 015.43 qD56

New York State Library set incomplete.

**Thelert, Gustav**. Supplement zu Heinsius', Hinrichs' u. Kaysers bücher-lexikon; verzeichniss einer anzahl schriften, welche seit der mitte des 19ten jahrhunderts in Deutschland erschienen, in den genannten katalogen aber garnicht oder fehlerhaft aufgeführt sind; mit bibliographischen bemerkungen. Grossenhain, Baumert & Ronge, 1893. 405 p. O. 33 m. 015.43 T37

Cost, secondhand, in 1911, 21.50 m.

**Deutscher literaturkatalog**, 1904-date. Lpz. Volckmar (N. Y., G. E. Stechert & Co.), 1904-date. Q. 015.43 qD48

Annual. Single volumes, cost from 2.50 m to 7.50 m cloth.

**Berlin. Königliche bibliothek**. Berliner titeldrucke; Verzeichnis der von der königlichen bibliothek zu Berlin und den preussischen universitäts-bibliotheken erworbenen . . . druckschriften, 1892-date. Ber. Behrend & co., 1892-date. v. 1-date. Q. 35 m. 018.1 qB515

Volumes for 1892-97 include only the Royal Library of Berlin, (1902-05) published by Asher.

V. 21 (1912) in 2 pts, pt 1, Deutsche bücher; pt 2, ausländische bücher. V. 18-date have general index.

Title of v. 1-18 begins *Verzeichnis der aus der neu erschienenen literatur von der königlichen bibliothek*.

**Hinrichs, J. C.** Halbjahrs-katalog der im deutschen buchhandel erschienenen bücher, zeitschriften, landkarten . . . 1797-date. Lpz., Hinrichs, 1798-date. v. 1-date. 015.43 H662

Semiannual. Price of volumes varies from 5 m to 10.20 m. Variations in title.

1797-1900, D; 1901-date, Q.

**Allgemeine bibliographie;** monatliches verzeichniss der wichtigern neuen erscheinungen der deutschen und ausländischen literatur. v. 1-date, O. Lpz. Brockhaus, 1856-date. 2 m.

Distributed, with imprint of distributing firm, by several European and American booksellers and importers. Has variant title *Monthly list of new books*.

**Wöchentliches verzeichnis der erschienenen** und der vorbereiteten neuigkeiten des deutschen buchhandels . . . 1842-date. Lpz. Hinrichs, 1842-date. v. 1-date, O. 7.50 m. 015.43 W84  
Published 1842-92 under title *Allgemeine bibliographie für Deutschland*. New York State Library has v. 70-date, 1911-date.

**Börsenblatt für den deutschen buchhandel** und die verwandten geschäftszweige, 1833-date. Lpz. Börsenverein der deutschen buchhändler, 1834-date. v. 1-date, Q.

Daily. After 1894 furnished only to the trade.

**Othmer, Gustav.** Vademecum des buchhändlers und bücherfreundes die wichtigsten erscheinungen der schönwissenschaftlichen literatur deutschlands und des auslandes mit biographischen und anderen vermerken; fünfte auflage vollständig neu bearbeitet von F. J. Kleemeier. Lpz. Hinrichs, 1903-[04]. 770 p. O. 11.50 m. 015.43 O87

P. 691-703 (pub. 1904) form an appendix, *Ergänzungen zu Othmer's Vademecum, 5 auflage*.

New York State Library also has ed. of 1891.

**Georg, Karl.** Schlagwort-Katalog; verzeichnis der im deutschen buchhandel erschienenen bücher und landkarten in sachlicher anordnung, 1883-date. Hannover, 1889-date. v. 1-date.

015.43 qG34

V. 1 1883-87, 35 m.

V. 2 1888-92, 57 m.

V. 3 1893-97, 58.50 m.

V. 4 1898-1902, 65 m.

V. 5 1903-07, 112.60 m.

V. 6 1908-June 1910, 74.70 m.

V. 7 July 1910-Dec. 1912, 78 m.

Various publishers.

V. 4-date in 2 pts each, (pt. 1, A-K; pt. 2, L-Z).

V. 6-date, "Mit alphabetischen autorenregister."

Minor variations in titles of different volumes.

**Jahrbuch der bücherpreise;** alphabetische zusammenstellung der wichtigsten auf den europäischen auktionen (mit ausschluss der englischen) verkauften bücher mit den erzielten preisen . . . 1906-date. Lpz. Harrassowitz, 1907-date. v. 1-date, D. 8 m.

018.3 J25

## ITALIAN BIBLIOGRAPHY

**Ottino, Giuseppe], & Fumagalli, Giuseppe].** Biblioteca bibliographica italica; catalogo degli scritti di bibliologia, bibliografia e biblioteconomia pubblicati in Italia e di quelli risguardanti l'Italia pubblicati all' estero . . . Roma, 1889-95. 2 v. O.

016.01 O89

V. 1 Pasqualucci, L20.

V. 2 (supplement) published at Torino, Clausen, L15.

Supplements, 1895-96, Torino, Clausen, L2.50 each; 1896-99, Roma, Setth; 1900, Torino, Clausen, L6; 1902, Torino, Clausen.

Cost, secondhand, 1911 about \$25.

**Haym, Nicola Francesco.** Biblioteca italiana; ossia, Notizia de' libri rari italiani divisa in quattro parti, cioè: istoria, poesia, prose, arti e scienze. 4 v. D. Mil., Silvestri, 1803. o. p.

015.45 H42

Sixth and last edition. New York State Library also has editions of 1728 and 1771-73.

**Gamba, Bartolommeo.** Serie dei testi di lingua e di altre opere importanti nella italiana letteratura scritte dal secolo 14 al 19. 4th ed. enl. 25+794 p. port. Q. Ven., Gondoliere, 1839. o. p.

015.45 G18

Worth from \$3 to \$5.

New York State Library also has 3d ed., 1828, Venice, Alvopoti.

015.45 qG18

**Bertocci, Giuseppe.** Repertorio bibliografico delle opere stampate in Italia nel secolo 19. Roma, Armanni, 1876-87. 3 v. O., L30.

016.9 B54

**Hoepli, Ulrico.** Scelta delle migliori opere della letteratura italiana moderna. Mil. U. Hoepli, [1911]. 283 p. D. 015.45 H69s

—— Catalogo completo delle edizioni Hoepli, 1871-1914. Mil. U. Hoepli, 1914. 351+112 p. O.

**Pagliani, Attilio.** Catalogo generale della libreria italiana dall' anno 1847 . . . Mil., Associazione tipografico-libreria italiana, 1901-date. v. 1-4. Q. 1. 100.

015.45 qP13

*Contents:* v. 1-3, 1847-99.

v. 4, Supplemento, 1900-10.

—— Indice per materie. Mil., Associazione tipografico-libreria italiana, 1910- v. 1-2. Q.

*Contents:* v. 1, A-F; v. 2, G-Medicina

**Catalogo collettivo della libreria italiana.** Mil. Associazione tipografico-libreria italiana, 1878-91. v. 1-4. Q. 015.45 qC35

*Contents:* v. 1 1878.

v. 3 1884 supplement.

v. 2 1881.

v. 4 1891, in two parts.

Pt 2 of v. 4 is an index compiled by Filippo Salveraglio. v. 4 published at L16.

New York State Library set lacks v. 2 and v. 3.

**Bibliografia d'Italia;** compilata sui documenti comunicati dal ministero dell' istruzione pubblica, per cura delle ditte librerie fratelli Bocca et Ermanno Loescher. Fir. Pellas, 1867-69. v. 1-3, O. V. 1-2 secondhand, 1894, 6 m.

**Bibliografia italiana;** giornale dell' Associazione tipografico-libreria italiana, compilato sui documenti comunicati dal ministero dell' istruzione pubblica. Fir. 1870-date. v. 4-date, O & Q. L15.

Fortnightly.

V. 10-19 published at Milan.

V. 20-34, 1886-1900, were a reprint of the *Bollettino delle pubblicazioni italiane*, entered below, for the trade by the Associazione tipografico-libreria italiana. With 1901 separate publication is resumed. After 1903 issued as *Edizione fiorentina* and distributed to members only.

In continuation of the preceding entry.

**Giornale della libreria, della tipografia e delle arti ed industrie affini.** Mil. Associazione tipografico-libreria italiana, 1888-date. v. 1-date. Q. 015.45 qG49

Weekly.

Supplements the "Cronaca" and "Avvisi" published until 1887 as pts 2 and 3 of the *Bibliografia italiana*.

**Florence—Biblioteca nazionale centrale.** Bollettino della pubblicazioni italiane ricevute per diritto di stampa, 1886-date. Fir. 1886-date. v. 1-date. O. 015.45 qF63

Various publishers. Now published by the *Biblioteca nazionale centrale*.

New York State Library set incomplete.

Fortnightly 1886-1900; monthly, 1901-date.

Sent free to all important libraries of Italy and to prominent foreign libraries.

For fuller description of this series, see preceding entries and Library of Congress cards under *Bibliografia italiana*.

#### SPANISH BIBLIOGRAPHY

**Antonio, Nicolás.** Bibliotheca hispana vetus; sive, Hispani scriptores qui ab Octavianis Augusti aevo ad annum . . . 1500 floruerunt; curante Francisco Perezio Bayerio, qui et prologum

et auctoris vitae epitomen et notulas adiecit . . . Matriti,  
De Ibarra, 1788. 2 v. illus. F. o. p. 015.46 fA63

Sold at auction, 1911-14, 4v. including *Bibliotheca Hispana nova*, \$13.50-  
\$15; secondhand, 1911, \$18.40.

— *Bibliotheca hispana nova; sive, Hispanorum scriptorum  
qui ab anno 1500 ad 1684 floruerunt notitia.* 2d ed. enl. Matriti,  
De Ibarra, 1783-88. 2 v. F. o. p. 015.46 fA631

**Hidalgo, Dionisio.** *Diccionario general de bibliografía española*  
. . . Madrid, 1862-81. 7 v. O.

V. 1-5 general alphabet with supplement.

V. 6 author index.

V. 7 subject index.

**Gallardo, Bartolomé José.** *Ensayo de una biblioteca española de  
libros raros y curiosos . . . coordinados y aumentados por  
M. R. Zarco del Valle y J. Sancho Rayon . . .* Madrid, 1863-89.  
4 v. Q. 015.46 qG16

Printed at the expense of the government. Secondhand, 1911-12, \$16-\$22.

**Salvá y Mallen, Pedro.** *Catálogo de la biblioteca de Salvá; enri-  
quecido con la descripción de otras muchas obras, de sus  
ediciones, etc.* Valencia, Ferrer de Orga, 1872. 2 v. illus. O.  
o. p. 017.2 S18

Original price about \$15. Secondhand, 1910-11, \$15-£3 8s.

**Boston, Public Library.** *Ticknor collection.* Catalogue of the  
Spanish library and of the Portuguese books bequeathed by  
George Ticknor to the Boston Public Library; together with the  
collection of Spanish and Portuguese literature in the general  
library; by James Lyman Whitney. Bost. Boston Public  
Library, 1879. 476 p. Q. \$5. 016.86 qB74c

**Anuario de la librería, española portuguesa é hispano-americana . . .**  
Madrid, Librería internacional, [1912-date]. v. 1-date (1912-  
date). O. 655.446 A61

Compiled by Enrique Romo.

**Boletín de la librería . . .** 1873-date. Madrid, Murillo, 1873-  
date. v. 1-date. Q. 5 pesetas. 015.46 qB68  
Monthly.

**Bibliografía española; revista general de la librería, de la imprenta  
y de las industrias que concurren á la fabricación del libro,**  
Mayo 1901-date. Madrid, Asociación de la librería de España,  
1902-date. v. 1-date. Q. 10 pesetas. 015.46 qB58

Semimonthly.

*Contents:* Bibliografía, Crónica, Anuncios.

New York State Library set incomplete.

## PORTUGUESE BIBLIOGRAPHY

- Brito Aranha, [Pedro Wenceslau de].** Bibliographie des ouvrages portugais pour servir à l' étude des villes, des villages, des monuments, des institutions, des mœurs et coutumes, etc., du Portugal, Açores, Madère et possessions d'outremer. Lisbonne, Imprimerie nationale, 1900. 90 p. Q. 016.9469 qB86
- Barbosa Machado, Diogo.** Bibliotheca lusitana, historica, critica e cronologica; na qual se comprehende a noticia dos authores portuguezes e das obras que compuserão desde o tempo da promulgacão da ley da graca até o tempo prezente. Lisboa, Fonseca, 1741-59. 4 v. port. F. o. p.  
Sold at auction, 1912, at £36.
- Silva, Innocencio Francisco da.** Diccionario bibliographico portuguez; estudos applicaveis a Portugal e ao Brazil; continuados . . . por Brito Aranha. Lisboa, Imprensa nacional, 1858-1908. 19 v. illus. O. 015.469 S58  
V. 8-19 supplement; v. 11 index to v. 1-10.  
Cost, secondhand, 1911, \$62-\$66.
- Pinto de Mattos, Ricardo.** Manual bibliographico portuguez de livros raros, classicos e curiosos; revisto e prefaciado pelo Camillo Castello Branco. Porto, Livraria portuense, 1878. 582 p. O. 015.469 P65  
Costs about \$3.  
*Anuario de la libreria.* (See p. 37). 655.446 A61

## LATIN-AMERICAN BIBLIOGRAPHY

- Kaiser, John Boynton.** The national bibliographies of the South American republics; preliminary list. Bost. Boston Book co., 1913. 19 p. O. 25c. 015.8 K13  
Reprinted from the *Bulletin of bibliography*, 7:138-41, July 1913.
- Trübner & co.** Bibliotheca hispano-americana, a catalogue of Spanish books printed in Mexico, Guatemala, Honduras, the Antilles, Venezuela, Colombia, Ecuador, Peru, Chili, Uruguay and the Argentine Republic and of the Portuguese books printed in Brazil, followed by a collection of works in the aboriginal languages of America. Lond. Trübner & co., 1870. 184 p. D.
- Stevens, Henry.** Catalogue of the Mexican and other Spanish American and West Indian books in the library of the British Museum at Christmas, 1856. Lond. Henry Stevens, 1866. 62 p. O. (In his Catalogue of the American books in the library of the British Museum, Christmas, 1856. Lond. Henry Stevens, 1866). 015.73 S84

**Beristain de Souza, José Mariano y Martin.** Biblioteca hispano-americana setentrional. 2d. ed. Publicala . . . Fortino Hipolito Vera. Amecameca, Colegio católico, 1883. 3 v. O.

015.72 B51

——— Tomo IV comprende los anónimos que dejó escritos el autor, las adiciones del Dr Osore y otras añadidas posteriormente por las personas que se expresan. José Toribio Medina publicala ahora con una introducción bio-bibliográfica. Santiago de Chile, Impr. Elzeveriana, 1897. 53+198 p. O.

——— Adiciones y correcciones que á su fallecimiento dejó manuscritas . . . José Fernando Ramírez y son las que cita con el nombre de "Suplemento;" ó "Adición" . . . de la Biblioteca hispano-americana de . . . Beristain y Souza. México, Impr. de el Tiempo, 1898. 47+662 p. D.

*Anuario* de la libreria. (See p. 37). 655.446 A61

**Medina, José Toribio.** La imprenta en México. Epitome 1539-1810, Sevilla, E. Rasco, 1893. 291 p. O.

A full treatment "La imprenta en México, 1539-1821 Santiago de Chile. The author, 1907-date" is in progress.

——— Notas bibliográficas referentes á las primeras producciones de la imprenta en algunas ciudades de la América española (Ambato, Angostura, Curazao, Guayaquil, Maracaibo, Nueva Orleans, Nueva Valencia, Panamá, Popayán, Puerto España, Puerto Rico . . . Santiago de Cuba, Santo Domingo, Tunja y otros lugares, 1754-1829. Santiago de Chile, Impr. Elzeviriana, 1904. 116 p. O.

015.8 M49

**Garcia Icazbalceta, Joaquin.** Bibliografía mexicana del siglo 16. Primera parte. Catálogo razonado de libros impresos en México de 1539 á 1600. México, Andrade y Morales, 1886. 24+419 p. ill. Q.

015.72 qG21

No more published.

**Andrade, Vicente de Paula.** Ensayo bibliográfico mexicano de siglo 17. 2d ed. México, Museo nacional, 1899. 803 p. O.

**Leon, Nicolas.** Bibliografía mexicana del siglo 18. Mexico, 1902-date. (Boletin del Instituto bibliográfico mexicano, nos. 1, 4-)

Issued in parts. In progress.

**Trelles y Govín, Carlos Manuel.** Ensayo de bibliografía cubana des los siglos 17 y 18. Malanzas, "El Escritorio," 1907. v. p. Q.

016.97291 qT78

——— Suplemento, Matanzas, "El Escritorio," 1908. 76 p. Q.



——— **Bibliografía cubana del siglo 19.** Matanzas, Quiros y Estrada, 1911— . v. 1-7 Q. o16.97291 qT78b

v. 1 1800-25.

v. 5 1869-78.

v. 2 1826-40.

v. 6 1879-85.

v. 3 1841-55.

v. 7 1886-93.

v. 4 1856-68.

Edition of 200 copies.

**Anuario bibliográfico de la republica argentina, 1879-87.** Buenos Aires, 1880-88. 9 v. D.

V. 1-6 1879-84 ed. by Alberto Navarro Viola.

V. 7-9 1885-87 ed. by Enrique Navarro Viola.

No more published.

**Rio de Janeiro. Biblioteca nacional.** Annaes de Biblioteca nacional de Rio de Janeiro. Rio de Janeiro, 1876— date. v. 1—date. Q. o27.581 qA

**Sacramento Blake, Augusto Victorino Alves de.** Dicionario bibliographico brasileiro. Rio de Janeiro, Tipog. nacional, 1883-1902. 7 v. O.

**Silva, Innocencio Francisco da.** Dicionario bibliographico portuguez . . . Portugal e . . . Brazil. o15.469 S58

For full entry, see p. 38.

**Rodrigues, José Carlos.** Biblioteca Brasil, catálogo anotado dos livres sobre o Brazil e de algum autographos e manuscriptos pertencentes a J. C. Rodriguez. pt 1. Rio de Janeiro, Journal de Commercio, 1907. v. 1. Q.

**Santiago de Chile. Biblioteca nacional.** Anuario de la prensa chilena, 1886—date. Santiago de Chile, Biblioteca nacional, 1887—date. v. 1—date. O. and Q.

——— Revista de bibliografía chilena y extranjera, órgano de sección de informaciones de la biblioteca nacional. Santiago de Chile, University of Santiago, 1913—date. v. 1—date. O. 12 fr.

Monthly.

**Medina, José Toribio.** Biblioteca hispano-chilena, 1523-1817. Santiago de Chile, Medina, 1897-99. 3 v. Q.

——— Bibliografía de la imprenta en Santiago de Chile desde sus orígenes hasta febrero de 1817. Santiago de Chile, Medina, 1891. 179 p. O.

**Saverde, Amaya Isidoro.** Apuntes sobre bibliografía columbiana con muestras escogidas en prose y en verso. Bogota, Zalamea hermanos, 1882.

—— Bibliografía columbiana. Bogota, 1895.

**Medina, José Torbio.** La imprenta en Bogotá, 1739-1821. Notas bibliográficas. Santiago de Chile, Impr. Elzeviriana, 1904.  
015.86 M49

**Peru. Comisión del instituto técnico.** La biblioteca peruana en la exposicion universal de Paris de 1900. Lima, instituto tecnico, 1900.

**Santiago de Chile. Biblioteca del instituto nacional.** Biblioteca peruana; apuntes para un catálogo de impresos. Santiago de Chile, 1896—  
v. 1-2. Q.

V. 1. Libros y folletos de la Biblioteca del instituto nacional.

V. 2. Libros y folletos peruano de la Biblioteca nacional y notas bibliográficas.

**Medina, José Toribio.** La imprenta en Arequipa, el Cuzco, Trujillo y otros pueblos del Perú durante las campañas de la independencia (1820-25) Notas bibliográficas. Santiago de Chile, Impr. Elzeviriana, 1904. 101 p. O.  
015.85 M49

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**Foppens, Jean François.** Bibliotheca belgica; sive, Virorum in Belgio vitâ scriptisque illustrium catalogus librorumque nomenclatura continens scriptores . . . ad annum 1680. Bruxellis, P. Foppens, 1739. 2 v. pl. sq. Q. o. p.  
839.3 qF69  
Sold at auction, 1910-13 from about \$5.50-\$6.50.

**Bibliographie nationale;** dictionnaire des écrivains belges et catalogue de leurs publications, 1830-1880. Bruxelles, Weissenbruch, 1886-1910. 4v. O. 2.50 fr. a part.  
015.493 B581

**Bibliotheca Belgica;** bibliographie générale des Pays-Bas, par [Ferd. van der Haeghen, T. J. I. Arnold et R. van den Berghe] . . . Gand, E. van der Haeghen, 1880-date. pt 1-date, illus. S.  
2 fr. a part.

1st ser. 1880-90.

2d ser. 1891-date.

Pts 1-151 sold at auction in 1911 for £ 2 4s.

New York State Library set unbound.

—— Index alphabétique. Gand, 1890ç 322 p. S.

**Bibliographie de Belgique:** journal officiel de la librairie, 1875-date. Bruxelles, Cercle belge de la librairie, 1876-date. v. 1-date, O.  
7.50 fr.  
015.493 B58

Semimonthly; v. 1-5 monthly.

V. 1-36, sold, secondhand, in 1911 for \$121.

- Revue bibliographique belge . . .** suivie d'un bulletin bibliographique international . . . Bruxelles, Société belge de librairie, 1889-date, v. 1-date, O. 3 fr. 015.493 unb. pams.  
Monthly.  
New York State Library set incomplete.

#### DUTCH BIBLIOGRAPHY

- Campbell, M[arinus], F. A. G.** Annales de la typographie néerlandaise au 15. siècle. 016.093 C18  
For full entry, see p 50.

- Amsterdam. Nationale tentoonstelling van het boek, 1910.** Catalogus van boeken in Noord-Nederland verschenen van den vroegsten tijd tot op heden. 'sGravenhage, M. Nijhoff, 1911. 938 p. Q. 015.492 qA52  
Wouter Nijhoff, chairman of the committee.

- Abkoude, Johannes van.** Naamregister van de bekendste en meest in gebruik zynde Nederduitsche boeken, welke sedert het jaar 1600 tot het jaar 1761 zyn uitgekomen . . . nu overzien, verbeterd en tot het jaar 1787 vermeerderd door Reinier Arrenberg. 2d ed. Rotterdam, G. A. Arrenberg, 1788. 2v. in 1. O. 015.492 A15 1788  
New York State Library also has edition of 1772.

- Alphabetische naamlijst van boeken welke sedert het jaar 1790 tot en met het jaar 1832 in Noord-Nederland zyn uitgekomen . . . 'sGravenhage, Gebroeders van Cleef, 1835. 8+755+159 p. O. 015.492 A15 1835  
Compiled by J. de Jong.

- Alphabetische naamlijst van fonds-artikelen;** voorkomende in het naamregister van Nederlandsche boeken, alsmede in de Alphabetische naamlijst van boeken, achtereenvolgens uitgegeven bij R. Arrenberg en de gebroeders van Cleef en waarvan het regt van eigendom aan anderen is overgegaan. 's Gravenhage, Gebroeders van Cleef, 1839. 122 p. sq. O. 015.492 A15 1839

- Brinkman, C. L. pub.** Alphabetische naamlijst van boeken, plaat- en kaartwerken, die gedurende de jaren 1833 tot en met 1875 in Nederland uitgegeven of herdrukt zyn . . . strekkende ten vervolge op de Alphabetische naamlijst van boeken . . . door J. de Jong . . . Amst. Brinkman, 1858-78. 3 v. sq. O.

015.492 B851

V. 1 1833-49; published 1850-58.

V. 2 1850-62; published 1866-68.

V. 3 1863-75; published 1876-78.

3v. with *Register*, secondhand, 1894, 40 m.

New York State Library set incomplete.

——— *Catalogus der boeken, plaat- en kaartwerken die . . . 1850 . . . in Nederland zijn uitgegeven of herdrukt . . . door R. van der Meulen. Amsterdam and Leiden, 1884-date. v. 1-date. O. 015.492 qB85*

V. 1. 1850-82; published at Amsterdam by Brinkman.

V. 2. 1882-91 published at Amsterdam by Brinkman.

V. 3. 1891-1900; published at Leiden by A. W. Sijthoff. 2v.

V. 4. 1900-1910; published at Leiden by A. W. Sijthoff. 2v.

V. 1 published at f 39.55; v. 2 at f 30; v. 3 at f 34.50.

——— *Repertorium . . . 1850-1900 bewerkt door R. van Meulen. Amst. Brinkman, n. d. v. 1-4, O. 015.492 qB85*  
V. 1 published at f 21.70; v. 2 at f 13; v. 3 at f 18.

**Nijhoff, Martinus.** *pub.* Wetenschap, letteren en kunst in Nederland voornamelijk in de 19de eeuw; bibliographisch overzicht . . . 's Gravenhage, M. Nijhoff, 1895. v. 1. O. 015.492 N69

Also in French: Sciences, belles-lettres et arts dans les Pays-Bas, surtout au 19<sup>e</sup> siècle; bibliographie systématique. La Haye, M. Nijhoff, 1895. v. 1, O. 5.50 m.

**Brinkman's Titel-catalogus** van de sedert het begin dezer eeuw tot 1888 in Nederland verschenen werken op het gebied der nieuwe letterkunde . . . bewerkt onder toezicht . . . van R. van der Meulen . . . Amst. C. L. Brinkman [1888-89]. 232 p. O. 015.492 B85t

**Brinkman's Alfabëtische lijst van boeken, landkaarten en verder** in den boek-handel voorkomende artikelen, die . . . in het koninkrijk der Nederlanden uitgegeven of herdrukt zijn . . . alsmede een wetenschappelijk register [1846]-date. Leiden, Sijthoff, 1846-date. v. 1-date. D. f 1.70. 015.492 B85  
Annual. Before 1881 published at Amsterdam by C. L. Brinkman with title *Alfabëtische naamlijst*.

New York State Library set incomplete.

**Maandelijksche lijst van boeken, plaatwerken en kaarten, verschenen** in Nederland en zijn buitenlandsche bezittingen . . . Amst. Brinkman, 1861-86. O. Monthly.

Merged in the following entry.

**Nederlandsche bibliographie; lijst van nieuw verschenen boeken, kaarten, enz.** in het koninkrijk der Nederlanden. 1850-date. v. 1-date, O.

Monthly.

1856-82 published at 's Gravenhage by Nijhoff, at f 0.75.

1883-86 published at Utrecht by Beijers, at f 0.75.

1887-96 published at Amsterdam by Brinkman, at f 0.45.

1897- published at Leiden by Sijthoff, at f 0.45.

**Nieuwsblad voor den boekhandel;** uitgegeven door de Vereeniging ter bevordering van de belangen des boekhandels. Amst. 1834-date. v. 1-date, Q. About f12. 015.492 qN67  
Semiweekly. Early years weekly.  
New York State Library set incomplete.

#### DANISH BIBLIOGRAPHY

**Bruun, Christian Walther.** Bibliotheca Danica; systematisk fortegnelese over den danske literatur fra 1482 til 1830 efter samlingerne i det Store kongelige bibliothek i Kjöbenhavn med supplementer fra universitetsbibliotheket i Kjöbenhavn og Karen Brahes bibliothek i Odense . . . Kjöb., Gyldendal, 1877-1902. v. 1-4. Q. 015.489 qB91  
Cost, 1911, \$9-\$10.

**Nyerup, Rasmus & Kraft, Jens Edvard.** Almindeligt litteraturlæxicon for Danmark, Norge og Island . . . Kjöb., Gyldendal, 1820. 2 v. Q. 4 thlr. o. p. 015.48 qN99  
Cost, 1911, 30 m.

**Erslew, Thomas Hansen.** Almindeligt forfatter-læxicon for kongeriget Danmark med tilhørende bilande, fra 1814 til 1840 . . . Kjöb., Forlagsforeningens forlag, 1843-53. 3 v. 1 port. O. 839.8 E73

——— Supplement . . . indtil udgangen af aaret 1853. Kjöb., Forlagsforenings forlag, 1858-68. 3 v. O. 839.8 E73 v4-6  
Cost, 1911, \$9.60 for 6 v.

**Dansk bogfortegnelse . . .** Kjöb., Gad, 1861-date. v. 1-6. Q. 015.489 qD19

1841-58 comp. by F. Fabricius, 1861, 20 kroner.  
1859-68 comp. by J. Vahl, 1871, 19 kroner.  
1869-80 comp. by J. Vahl, 1882, 30 kroner.  
1881-92 comp. by J. Vahl, 1893-94, 25 kroner.  
1893-1900 comp. by H. Ehrencron-Müller, 1903, 32 kroner.  
1901-08 comp. by H. Ehrencron-Müller, 1911.

**Dansk bogfortegnelse; med et alphabetisk register.** Kjöb., Gad, 1851-date. v. 1-date. O. 015.489 D19

Irregular publication.  
Price varies from 1, 50-2, 00 kroner a year.  
New York State Library set incomplete.

**Grundtvig, Vilhelm.** Nogle til danske bogfortegnelser, 1482-1908, for biblioteker og boghandlere. Kjöb., Gad, 1913. 12p. Q. 015.489 qD192

**Müller, Adolf Frederik.** Stikords-katalog for den danske boghandel, omfattende aarene, 1881-1906 Odense, Milo, 1906. 76p. O. 11.25 kroner.

Originally issued in parts.

**Dansk boghandlertidende.** Kjöb., Gyldendal, 1854-date. v. 1-date. O.

Weekly.

**Nordisk boghandlertidende;** redigeret af J. L. Lybecker. Kjöb., Forlagt af boghandlerforeningen, 1867-date. v. 1-date. Q. 5 kroner. 015.48 qN83

Weekly.

New York State Library set incomplete.

### SWEDISH BIBLIOGRAPHY

**Josephson, Aksel Gustav Salomon.** Notes on Swedish bibliography. N. Y. 1900. 8 p. O. 015.485 J83

Reprinted from *Publishers' weekly*, Dec. 15, 1900.

**Lundstedt, Bernhard Wilhelm.** Aperçu de la principale littérature bibliographique de la Suède; rapport fait au Congrès international de bibliographie à Paris, août 1900. Stockholm, Samson & Wallin, 1900. 34 p. O. 1 kronor 50 öre 015.485 L96

Cost secondhand in 1911 about 75 öre.

**Klemming, Gustaf Edvard.** Sveriges bibliografi, 1481-1600 . . . Upsala, Akademiska boktryckeriet, 1889-92. pt 1-4. Q. (Skrifter utgifna af svenska litera-twisällskapet.)

*Contents:* pt 1 1481-1501.

pt 2 1501-18.

pt 3 1518-27.

pt 4 1527-30.

Pt 3-4 ed. by Aksel Andersson.

Secondhand, 1911, about \$3.

**Linnström, Hjalmar.** Svenskt boklexikon, åren 1830-1865. Stockholm, Linnström, 1883-84. 2 v. Q. 200 kronor.

**Svensk bok-katalog** för åren 1866-date. Stockholm, 1878-date. v. 1-6. Q. 015.485 qS96

V. 1 1866-75, Samson & Wallin, 15 kronor.

V. 2 1876-85, Adolf Bonnier, 15 kronor.

V. 3 1886-95, Adolf Bonnier, 16 kronor.

V. 4 1896-1900, Svenska bokförläggareföreningen, 21 kronor.

V. 5 1901-05, Svenska bokförläggareföreningen, 21.50 kronor.

V. 6 1906-10, Svenska bokförläggareföreningen, \$10.95.

**Arskatalog för svenska bokhandeln**, 1855–date. Stockholm, Svenska bokförläggareforeningen, 1856–date. v. 1–date. O. 75 öre.  
015.485 A78

Annual.

New York State Library set incomplete.

**Svensk bokhandels-tidning**, 1863–date. Stockholm, 1863–date. v. 1–date, sq. Q. 4–5 kronor.

Weekly.

Ed. by I. A. Bonnier.

**Nya bokhandelstidningen**, 1888–date. Stockholm, 1888–date. v. 1–date. Q. 4 kronor.

Weekly.

#### NORWEGIAN BIBLIOGRAPHY

**Pettersen, Hjalmar Marius**. Norsk boglexikon, 1643–1813; beskrivende katalog over böger trykte i Norge i tidsrummet fra bogtrykkerkunstens indførelse til adskillelsen fra Danmark. Christiania, Cammermeyers, 1899–1901. 2 v. Q. 40 kronor.  
(Bibliotheca Norvegia v. 1–2) 015.481 qP49

**Botten-Hansen, Paul**. La Norvège littéraire; catalogue systématique et raisonné de tous les ouvrages de quelque valeur imprimés en Norvège ou composés par des auteurs norvégiens au 19<sup>e</sup> siècle . . . Christiania, Gundersen, 1868. 12+271 p. O. 1 spd.  
015.481 B75

Secondhand, 1911, \$1.10.

**Kraft, Jens Edvard**. Norsk forfatter-lexikon, 1814–1856; efter forfatterens død ordnet, forøget og udgivet af Christian C. A. Lange. Christiania, Dahl, 1857–63. 728 p. O. 3 spd. 839.8 K89  
Secondhand, 1908, \$1.75.

**Halvorsen, Jens Braage**. Norsk forfatter-lexikon, 1814–1880; paa grundlag af J. E. Krafts og Chr. Langes Norsk forfatter-lexikon, 1814–1856 . . . Kristiania, Aschehoug, 1885–1908. 6 v. in 5. O. 839.8 H19

**Hauff, Nils Selmer**. Stikords-katalog over norsk literatur, 1883–1907. Kristiania, Norsk bokhandler-medhjælpeforening i hovedkommission hos J. W. Cappelen, [1908–09]. 93 p. O. 015.481 H36

Issued in 6 parts.

**Norsk bogfortegnelse, 1814–1902**. Kristiania, Den norske boghandler-forenings forlag, 1848–1902. v. 1–7. O. 015.481 N86  
V. 1 1814–47 comp. by Mart. Nissen, 84 sk.

V. 2 1848-65 comp. by Paul Botton-Hansen & P. S. B. Petersen, 72 sk.

V. 3 1866-72 comp. by T. O. Boeck, 4 kr.

V. 4-5 1873-82, 83-90 comp. by M. W. Feilberg, 8 kr. each.

V. 6 1891-1900 comp. by H. J. Haffner, 15 kr.

V. 7.

**Norsk bogfortegnelse;** udgivet af universitets-bibliotheket; 1883-date. Christiania, Aschehoug, 1884-date. v. 1-date. O. 2 kroner. 015.481 N862

Annual. Also issued as Christiania. Kongelige Frederiks universitet-Bibliotheket, Aarbog. 017.1 C55.

New York State Library set incomplete.

**Norsk boghandlertidende;** udgivet af den Norske boghandlerforening ved M. W. Feilberg. Kristiania, 1879-date. v. 1-date. Q. 4 kroner.

Monthly.

#### INCUNABULA

**Peddie, Robert Alexander.** Fifteenth-century books: a guide to their identification; with a list of the Latin names of towns and an extensive bibliography of the subject. Lond. Grafton & co., 1913. 89 p. S. 5 s. 016.093 P37f

**Haebler, Konrad.** Typenrepertorium der Wiesendrucke. Halle, R. Haupt, 1905-10. 3 v. O. 112 m.

(Sammlung bibliothekswissenschaftlicher arbeiten. 19-30 hft., ser. 2. 2-13 hft.)

*Contents:* v. 1 Deutschland und seine nachbarländer.

v. 2 Italien, die Niederlande, Frankreich, Spanien und Portugal, England.

v. 3 Tabellen (1) Antiqua-typen, (2) Gotische-typen.

**Peddie, Robert Alexander,** Conspectus incunabulorum; an index catalogue of fifteenth century books, with references to Hain's Repertorium, Copinger's Supplement, Proctor's Index, Pellechet's Catalogue, Campbell's Annales and other bibliographies . . . Lond. Libraco Ltd. 1910-date. v. 1-date. O. 016.093 P37

**Maittaire, Michael.** Annales typographici ab artis inventae origine ad annum 1500-1664. Hagae-Comitum, 1719-41. 5 v. in 6. Q. 016.093 qM23

—Annalium typographicorum . . . Maittaire Supplementum. Adornavit Michael Denis . . . Viennae, Kurzbek, 1789. 1 v. in 2. Q. 016.093 qM23 v. 6

Cost, 1909-14, from about \$15 to \$80.

**Panzer, Georg Wolfgang Franz.** Annales typographici ab artis inventae origine ad annum 1500, post Maittairii Denisii aliorum-



que doctissimorum virorum curas in ordinem redacti emendati et aucti . . . Norimbergae, J. E. Zeh, 1793-97. 5 v. Q.

016.093 qP19 v. 1-5

— Annales typographici ab anno 1501 ad annum 1536 continuati post Maittairii aliorumque doctissimorum virorum curas in ordinem redacti emendati et aucti cura Georgii Wolfganni Panzer . . . Norimbergae, 1798-1803. 6 v. Q.

016.093 qP19 v. 6-11

Cost, 1908-14 from about \$70 to \$160.

**Hain, Ludwig Friedrich Theodor.** Repertorium bibliographicum, in quo libri omnes ab arte typographica inventa usque ad annum 1500 typis expressi, ordine alphabetico vel simpliciter enumerantur vel adcuratius recensentur. Stuttgartiae, J. G. Cotta, 1826-38. 4 pts in 2 v. O.

016.093 H15

Cost 1910-14 from \$30-\$75 (Hoe copy).

A facsimile ed. was issued in 1903 at 100 m. by Jos. Baer & Co., Frankfurt-am-Main.

**Copinger, Walter Arthur.** Supplement to Hain's Repertorium bibliographicum; or, collections toward a new edition of that work . . . Lond. H. Sotheran & co., 1895-1902. 2. v. in 3. O.

016.093 H151

Sold 1910-12 at auction from \$28.75 to about \$44.

**Reichling, Dietrich.** Appendices ad Hainii-Copingeri Repertorium bibliographicum; additiones et emendationes edidit Dietericus Reichling . . . Monachii, sumptibus I. Rosenthal, 1905-11. 7 v. O.

016.093 R35

Costs about \$3.50.

— — — Supplementum (maximam partem e bibliotheci Helvetiae collectum) cum indice urbium et typographorum. Accedit index auctorum generalis totius operis. Monasterii Guestphalorum, sumptibus Theissingianis, 1914. O.

Sold in 1911 for about \$4.

**Burger, Konrad.** Supplement zu Hain und Panzer. Beiträge zur inkunabelbibliographie. Nummernconcordanz von Panzers lateinischen und deutschen annalen und Ludwig Hains Repertorium bibliographicum . . . Lpz. K. W. Hiersemann, 1908. 440 p. O. 28m.

016.093 B95

**Proctor, Robert [George Collier].** An index to the early printed books in the British Museum . . . With notes of those in the Bodleian library. Lond. K. Paul, Trench, Trübner & co., 1898-99. 4 v. Q. 21 s a vol.

350 sets printed.

—Index to the early printed books in the British Museum. Supplement for 1898-[1902]. (Lond., Chiswick press, 1900-03). 4 v. Q.  
21s a vol.

—Index to the early printed books in the British Museum. Registers to the four supplements issued by Robert Proctor, 1898-1902. By Konrad Burger. (Lond., Chiswick press, 1906). 15 p. Q.  
Sold 1914 at auction (4 pts and sup. for 1900) at about \$65.

**British Museum.** *Dept. of printed books.* Catalogue of books printed in the 15th century now in the British Museum . . . Lond., Printed by order of the Trustees, 1908-date. pt 1-date. F. 35 s a pt 016.093 fB86  
*Contents:*

1. Xylographica and books printed with type at Mainz, Strassburg, Bamberg and Cologne.
- pt 2. Germany: Eltvil-Trier.
- pt 3. Germany: Leipzig-Pforzheim; German-speaking Switzerland and Austria-Hungary.

**Ames, Joseph.** *Typographical antiquities; or, The history of printing in England, Scotland and Ireland; containing memoirs of our ancient printers and a register of the books printed by them.* Begun by . . . Joseph Ames . . . augmented by William Herbert . . . and now greatly enlarged . . . by Thomas Frounall Dibdin. Lond. Various publishers, 1810-19. 4 v. Q.  
655.142 qA51  
v. 1-2. pub. 1810-12 by Miller; v. 3. 1816 by John Murray; v. 4. 1819 by Longmans.  
First ed. (1v. Q.) pub. in 1749; Edition "augmented by William Herbert". Lond. 1785-90. 3v. Q.

—Index to Dibdin's ed. of the *Typographical antiquities*. Lond. Bibliographical soc., 1899. 77 p. O. (*In Bibliographical Society, Lond. Publications. no. 4.*) 010.6 B583 v. 4

**Pellechet, Marie Léontine Catherine.** . . . Catalogue général des incunables des bibliothèques publiques de France . . . Par. A. Picard et fils, 1897-date. v. 1-date. O. 12 fr. a vol. 016.093 P38

(Issued under the direction of the Ministère de l' instruction publique et des beaux-arts.)

**Brunet, Gustave, i. e. Pierre Gustave.** *La France littéraire au XV siècle; ou, Catalogue raisonné des ouvrages en tout genre imprimés en langue française jusqu' à l' an 1500.* Par. A. Franck, 1865. 256 p. O. 016.093 B89  
Sold 1911-12 at from \$5 to \$6.25.

**Paris. Bibliothèque Mazarine.** Catalogue des incunables de la Bibliothèque Mazarine par Paul Marais . . . et A. Dufresne de Saint-Léon . . . Par. H. Welter, 1893. 893 p. Q. 016.093 P233  
Sold 1911 at from about \$4.50 to \$5.

**Campbell, M[arinus] F[rederik] A[ndries] G[erardus]** Annales de la typographie néerlandaise au XV siècle. La Haye, M. Nijhoff, 1874. 18+629 p. O. 016.093 C18

——— 1. -4. supplément. La Haye, M. Nijhoff, 1878-90. 4 pts O. 016.093 C18

Further supplemented by *Proctor R. G. C. Tracts on early printing III. Additions to Campbell's Annales* Lond. Bibliographical soc., 1897. O.  
Sold 1909-12 at from 5s to 19s.

**Haebler, Konrad.** Bibliografía ibérica del siglo XV. Enumeración de todos los libros impresos en España y Portugal hasta el año de 1500, con notas críticas . . . La Haya, M. Nijhoff, 1903. 385 p. O. 016.093 H13  
Sold 1909 for 14 s (secondhand); 1911 (secondhand), 12 fr.

**Klemming, Gustaf Edvard.** Sveriges bibliografi. pt 1. 1481-1501. 015.485 K64

For full entry, see p. 45.

**Dibdin, Thomas Frognall.** Bibliotheca Spenceriana; or, A descriptive catalogue of the books printed in the 15th century, and of many valuable first editions, in the library of George John, Earl Spencer. Lond. Longmans, Hurst & co., 1814-15. 4 v. Q. 016.093 qD54

——— Supplement to the Bibliotheca Spenceriana; or A descriptive catalogue of the books printed in the 15th century, in the library of . . . Earl Spencer. Lond. Payne & Foss, 1822-23. 3 v. Q. 016.093 qD54v.5-7

Sup. v. 1 title reads *Aedes Althorpianae*.

v. 3. Descriptive catalogue of the books . . . library of the Duke di Cassano Serra.

Sold 7v. complete in 1911 at from \$54 to \$65. At auction 1910-14 sold at from £ 4 6s. to £ 13 and, in American auctions at from \$14 to \$60 (Hoe copy).

**Annmmary Brown Memorial, Providence.** Catalogue of books mostly from the presses of the first printers showing the progress of printing with movable metal types through the second half of the 15th century. Collected by Rush C. Hawkins, catalogued by Alfred W. Pollard and deposited in the Annmary Brown Memorial at Providence, Rhode Island. Oxford, Printed at the University press at the cost of R. C. Hawkins, 1910. 35+339 p. Q. 016.093 qA61  
Sold at auction 1914 at \$14.

**Baer, Joseph, & co., Frankfurt-am-Main.** Incunabula xylographica et typographica, 1455-1500 . . . Mit 14 tafeln u. 157 textabbildungen. Frankfurt a M., J. Baer, [1910]. 14+322 p. illus. O. 8 m. (Lagercatalog 585.) 016.093 qB14

— . . . Drei supplemente zu Lagercatalog 585. Mit 35 tafeln u. 143 textabbildungen. Frankfurt a. M., J. Baer, [n. d.] ,3 pts in iv. O.

**Quaritch, Bernard.** Monuments of typography and xylography, books of the first half century of the art of printing in the possession of Bernard Quaritch and offered for sale at the affixed prices. Lond. B. Quaritch, 1897. 312 p. Q. 016.093 Q1  
Sold at auction 1910 for \$10.25.



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- Pawlowski. Les travaux bibliographiques de 1867 à 1878, 10
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Wochentliches verzeichn





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*New York State Library*

*Albany, October 21, 1915*

*Hon. John H. Finley*

*President of the University*

DEAR SIR: I respectfully submit herewith and recommend for publication as Library School Bulletin 39, the Twenty-ninth Annual Report of the New York State Library School, for the year ending September 30, 1915.

Very truly yours

J. I. WYER, JR

*Director*

THE UNIVERSITY OF THE

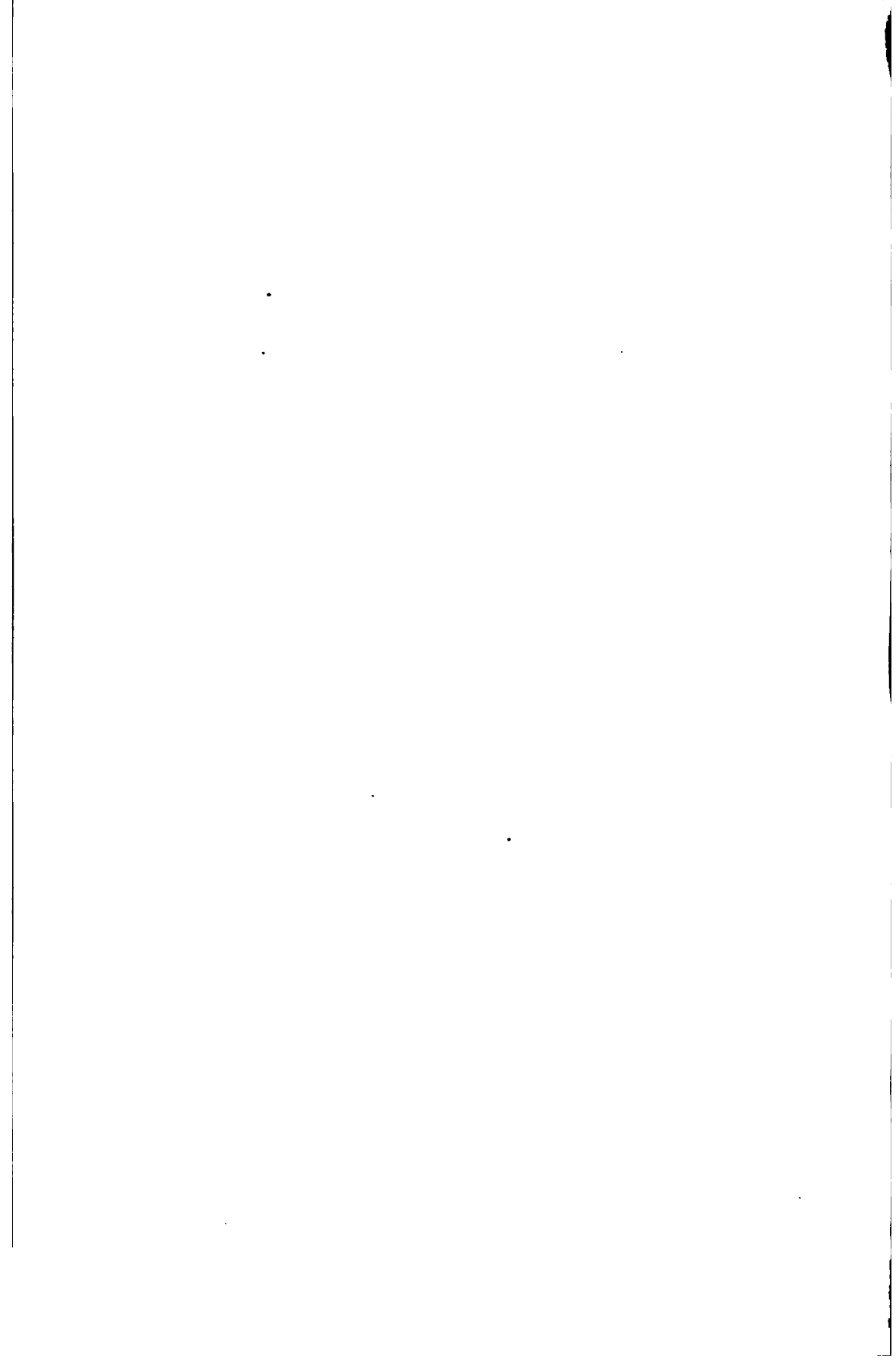
STATE OF NEW YORK

*Approved for publication this 17th day of November, 1915*

A handwritten signature in dark ink, reading "H. S. Finegan". The signature is written in a cursive style with a horizontal line underneath the name.

*Deputy Commissioner of Education*





# University of the State of New York Bulletin

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## New York State Library

Library School Bulletin 39

### **TWENTY-NINTH ANNUAL REPORT OF THE NEW YORK STATE LIBRARY SCHOOL**

**FROM OCTOBER 1, 1914 TO SEPTEMBER 30, 1915**

The school year 1914-15 has few notable differences from earlier years to record. Despite some unexpected withdrawals due to unsettled financial conditions throughout the country, the attendance of regular students was very little smaller than usual while the total attendance of all classes of students was larger. The organization of the extensive collections of collateral material has been carried, in several cases, to practical completion and much greater use has consequently been made of this material to the decided benefit of the students. The modification and amplification of the curriculum, together with the increased work caused by the increased attendance, has made it clear that the school has reached the limit of its enrolment without an increase in its faculty. The 1914 report of the present Deputy Commissioner of Education shows that the Library School, alone among the Divisions of the University, has increased and extended its work with no increase either in expenditure or of staff since the reorganization of 1905. While this is an evidence of efficiency, the fact must also be faced that further development can not be expected in any large degree without some further support. Moral support in the way of greater cooperation and of official recognition of the value of training for librarians has been received in much greater degree the past two or three years and has been of definite value. Other lines of library work are developing and instruction in those lines is needed. Librarians must be trained to take charge of school libraries of all grades, technical libraries need trained workers and the greater scope of library work of all kinds is demanding not only broader

preliminary knowledge but more thorough professional training. It is perhaps not too much to hope that the very modest additional needs of the present may be substantially supplied in the near future.

Detailed comment on specific phases of the work of the year follows:

#### FACULTY

James Ingersoll Wyer, Jr, M.L.S. *Director*. Instructor in public documents, advanced reference work; lecturer on American libraries and library administration, 1906—

Frank Keller Walter M.A. M.L.S. *Vice Director*. Instructor in elementary reference work, bookbinding, printing, expansive classification, national bibliography, in charge of library seminar, 1908—

Florence Woodworth B.L.S. *Director's assistant*. In charge of Library School collections and practice work, 1889—

Walter Stanley Biscoe M.A. Instructor in subject bibliography, advanced classification, history of books and foreign libraries, 1887—

Ada Alice Jones (Wellesley). *Secretary of the faculty*, 1891—

Edna M. Sanderson B.A. B.L.S. *Registrar*, 1905—

Katherine Dame B.A. Graduate of Pratt Institute Library School. Instructor in advanced cataloging, 1910—

Jean Hawkins B.M. B.L.S. Instructor in classification, subject headings, elementary cataloging, loan work, 1910—

Jennie Dorcas Fellows, Graduate, New York State Library School. Instructor in accession and shelf work, advanced cataloging, 1911—

Mary Eastwood B.A. Instructor in selection of books, 1912—

#### LECTURERS IN CHARGE OF COURSES

William Reed Eastman M.A. M.L.S. Elementary library buildings  
William Richard Watson B.S. Chief, Educational Extension Division. Advanced library buildings, Library extension, Advanced administration

Elizabeth Manley Smith B.A. Head, order section, New York State Library. Order work

Mary Ellis. Graduate, New York State Library School. Indexer, The University of the State of New York and New York State Library. Indexing

Charles Frederick Porter B.A. B.L.S. Assistant Educational Extension Division. Selection of books (junior course)

## LECTURERS

In addition to the regular faculty members, thirty-three persons (including five listed above as in charge of courses) gave one hundred eight lectures before the school. These include the brief regular course listed in the preceding paragraph, lectures supplementing regular courses either directly or indirectly and lectures given at the summer session and at the library institute for high school librarians held in connection with the School Libraries Division of The University of the State of New York.

The list of lecturers, with their subjects, follows:

- Abrams, A. W. *Chief, Visual Instruction Division*: Visual instruction (2)<sup>a</sup>
- Bartholomew, W. S. *Specialist in commercial education, Examinations Division*: Literature of commercial subjects<sup>c</sup>
- Betteridge, Grace L. *Head of traveling libraries and study clubs section*: New York State traveling libraries and study clubs (1), Study club programs (2)
- Bishop, W. W. *Superintendent of reading room, Library of Congress*: Cataloging as an asset to the librarian
- Brubacher, A. R. *President, New York State College for Teachers*: The teacher's professional reading<sup>c</sup>
- Chamberlain, Mary C. *Librarian for the blind, New York State Library*: Work for the blind
- Champlin, G. G. *Sublibrarian (reference), New York State Library*: Patents
- Colson, F. D. *Law librarian, New York State Library*: Law libraries (2)
- Congdon, R. T. *Specialist in English, Examinations Division*: The library as an aid to the teacher of literature<sup>c</sup>
- Crissey, Jane H. *Assistant, Troy (N. Y.) Public Library*: Book repairing
- Eastman, W. R. Library buildings (6)
- Ellis, Mary. *Indexer, New York State Library*: Indexing (7)
- Farnum, R. B. *Specialist in drawing, Division of Agricultural and Industrial Education*: Artistic bulletin work; Books on the fine arts
- Fitzpatrick, J. T. *Legislative reference librarian, New York State Library*: Legislative reference work
- Hawkins, L. S. *Specialist in agriculture, Division of Agricultural and Industrial Education*: Literature of agriculture<sup>a</sup>

<sup>a</sup> To the regular school and the library institute for high school librarians.

<sup>c</sup> To the library institute for high school librarians only.

- Hewins, Caroline M. *Librarian, Hartford (Conn.) Public Library*: Historical survey of children's books
- Kent, H. W. *Secretary, Metropolitan Museum of Art, New York City*: The library atmosphere
- Legler, H. E. *Librarian, Chicago Public Library*: The Chicago Public Library; Bookmaking as a fine art
- Mathiews, F. R. *Chief scout librarian, Boy Scouts of America*: Books for boys
- Nelson, Peter. *Assistant archivist, New York State Library*: New York State Library manuscripts; Care of manuscripts
- Porter, C. F. *Assistant, Traveling libraries and study clubs section*: Selection of books (29); Traveling libraries (1)<sup>c</sup>
- Ray, Frances K. *Sublibrarian (medicine), New York State Library*: Important medical libraries of the United States
- Root, Mrs. Mary E. S. *Children's librarian, Providence Public Library*: Library work with children (5)
- Skinner, A. W. *Specialist in history, Examinations Division*: Historical material for school libraries<sup>d</sup>
- Smith, Elizabeth M. *Head, order section, New York State Library*: Order work (7)
- Stearns, Lutie E. *Library lecturer*: The library spirit
- Utley, G. B. *Secretary, American Library Association*: Work of the A. L. A.
- Watson, W. R. *Chief, Educational Extension Division*: Library administration (6); Library buildings (1)<sup>b</sup>; Library extension work (2); Organization of small libraries (1)<sup>b</sup>; The Educational Extension Division and the school library (1)<sup>c</sup>; The University of the State of New York (1)
- Webster, Caroline. *Library organizer, Educational Extension Division*: Organization of small libraries (2)
- Williams, Sherman. *Chief, School Libraries Division*: History and the school library<sup>c</sup>; Library work with schools; What the school library should accomplish<sup>c</sup>
- Williamson, C. C. *Librarian, Municipal Reference Library, New York City*: Work of a municipal reference library
- Yust, W. F. *Librarian, Rochester (N. Y.) Public Library*: Library administration<sup>d</sup>
- Zachert, Adeline B. *Children's librarian, Rochester (N. Y.) Public Library*: Library work with children (4)<sup>b</sup>

<sup>a</sup> To the regular school and the library institute for high school librarians.

<sup>b</sup> To the summer school only.

<sup>c</sup> To the library institute for high school librarians only.

<sup>d</sup> To the regular school and the summer school.

## ATTENDANCE

Forty-nine regular students (that is, students eligible for regular standing) were enrolled. The senior class numbered 22 (including 4 from earlier years who were completing their school work while regular members of the State Library staff). There were 27 juniors. Twenty-three of the students were legal residents of New York State, the remaining 26 coming from 14 different states and from Canada and Norway.

In addition to the 49 regular students, 5 staff members of various divisions of The University of the State of New York and 1 assistant from the State Health Department were enrolled for a part of the work; 17 were enrolled in the summer session and 34 attended the library institute for high school librarians—a total of 106 reached by the school in its various forms of instruction.

Graduates of 35 colleges were enrolled in the regular school, 27 being represented by one student each, 4 (University of Chicago, University of Rochester, Smith and Vassar) by 3 each. Mount Holyoke, with 4, again had the largest representation. The preliminary enrolment was larger than usual but the financial depression caused by the world war, just before the opening of the school year, compelled a number of accepted candidates to postpone entrance until 1915-16.

The large number of applications permitted the selection of a student body above the average in preparation and experience. Eight had done graduate work and 2 had received masters' degrees. Twenty-six had library experience before entering the school, 6 held summer positions during their course and 6 completed their school work in addition to staff service in the New York State Library. Two were admitted to advanced standing, 1 as a graduate of the Western Reserve Library School and an assistant on the faculty of that school and the other on account of eight years' library experience. Four of the senior class left before the close of the school year, 1 on account of illness and 3 to accept library positions.

The names of the students, their educational preparation and their library experience to the end of the school year (June 24) are given below. Positions held since leaving the school are listed on pages 31-34.

**Seniors: class of 1915**

- Bailey, Beulah. Troy, N. Y. B.A. Cornell University, 1912; indexer, Shaw, Bailey & Murphy law offices, Troy, July-September 1914.
- Bayer, Edna Elizabeth. Rochester, N. Y. B.S. University of Rochester, 1913.
- Byrne, Paul R. Chittenango, N. Y. Ph.B. Notre Dame University, 1913; cataloger, Notre Dame University Library, 1907-13; summer assistant, Buffalo Public Library, July-September 1914; assistant, New York State Library, April 1915-date.
- Clafin, Helen Mildred. Attleboro, Mass. B.A. Smith College, 1913.
- Cobb, Mary Elizabeth. Albany, N. Y. B.A. Syracuse University, 1912; assistant, New York State Library, September 1913-date.
- Colwell, Emily Kerr. Granville, Ohio. Vassar College, 1911-12; B.A. Denison University, 1913; student assistant, Denison University Library, 1912-13.
- Gilchrist, Donald Bean. Albany, N. Y. B.A. Dartmouth College, 1913; student assistant, Dartmouth College Library, 1910-13; assistant, New York State Library, January-June 1915.
- Grant, Thirza Eunice. Cleveland, Ohio. B.A. Oberlin College, 1907; Western Reserve University Library School, 1907-8; assistant, Cleveland Public Library, July-December 1908; assistant, Western Reserve University Library School, January 1909-August 1913; assistant, Michigan Normal College Library, Ypsilanti, September 1913-January 1914.
- Greene, May. Albany, N. Y. B.A. Wellesley College, 1910.
- Hall, Anna Gertrude. San Francisco, Cal. B.A. Leland Stanford Junior University, 1906; student assistant, Stanford University Library, assistant, catalog and accession departments, Stanford University Library and Lane Medical Library, San Francisco, 1906-14; organizer, Salinas (Cal.) Public Library; librarian, Endicott (N.Y.) Public Library, April 1915-date.
- Hallsted, Sarah. Waterloo, N. Y. William Smith College, 1909-10; B.A. Mount Holyoke College, 1913; student assistant, Mount Holyoke College Library, 1912-13.
- James, Helen Craig. Albany, N. Y. B.A. Vassar College, 1912; cataloger, W. H. Bartlett's private library, Vermejo Park, New Mexico, September 1914.
- Lawson, Mildred H. Troy, N. Y. B.A. New York State Normal College, Albany, 1912; organizer, Sabbath school library, Temple Beth Emeth, Albany, September 1914.
- McCullough, Ruth Dorothy. Franklin, Ind. B.A. Franklin College, 1913.
- McMillen, James Adelbert. Albany, N. Y. B.A. University of Missouri, 1913; assistant and librarian, Maryville (Mo.) Public Library, 1906-9; assistant, University of Missouri Library, 1910-13; cataloger, reference department, New York Public Library, July 1-September 30, 1914; assistant, legislative reference section, New York State Library, October 1914-June 1915.
- Norton, Margaret Cross. Rockford, Ill. Rockford College, 1909-12; Ph.B. University of Chicago, 1913; M.A. 1914.
- Pidgeon, Marie Kiersted. Saugerties, N. Y. B.A. Vassar College, 1912; student assistant, Vassar College Library, 1912; assistant, New York State Library, September 1913-January 1915; reference librarian, Silas Bronson Library, Waterbury, Conn., February-August 1915.

- Sherrard, Mary Campbell. Albany, N. Y. B.A. Wilson College, 1900; assistant, New York State Library, October 1914-June 1915.
- Thompson, Elizabeth Hardy. Albany, N. Y. B.A. Smith College, 1908; New York State Library School, 1911-12; temporary cataloger, Bay City (Mich.) Public Library, July 1912-July 1914; assistant, New York State Library, September 1914-date.
- Thompson, Ruth Elizabeth. Denver, Col. New Hampshire State College, 1908-9; B.A. University of Denver, 1912; assistant, Denver Public Library, June 1912-September 1913.
- Vasbinder, Lida C. Albany, N. Y. B.A. Elmira College, 1901; apprentice assistant, Binghamton (N. Y.) Public Library, March-May 1909; New York State Library School, 1909-10; cataloger, Waterloo (N. Y.) Public Library, July 1910; assistant, New York State Library, February 1912-April 1915; reference librarian, Colgate University Library, May 1915-date.
- Ver Nooy, Winifred. Albany, N. Y. Ph.B. University of Chicago, 1912; apprentice, University of Chicago Library, October 1912-September 1913; loan desk assistant, July 1914.

#### Juniors: class of 1916

- Beatty, M. Irene. Oil City, Pa. B.A. Allegheny College, 1913; apprentice course, Oil City Carnegie Library, 1909.
- Bircholdt, Harriet Nebe. Buffalo, N. Y. B.A. Cornell University, 1911.
- Bronk, Clara Louise, Amsterdam, N. Y. B.A. Mount Holyoke College, 1912; substitute, Amsterdam Free Library, July 1913-September 1914.
- Brown, Ruth Lydia. Montpelier, Vt. B.A. Smith College, 1914; apprentice, Kellogg-Hubbard Library, Montpelier, summers 1913 and 1914.
- Carver, Helen. Cambridge, Mass. B.A. Radcliffe College, 1911; B.S. Simmons College, 1913.
- Castle, Carolyn May. Rochester, N. Y. B.A. University of Rochester, 1913; assistant, Rochester Public Library, 1913-14.
- Dart, Izella Mabel. Minneapolis, Minn. Hamline University, 1889-90; B.A. University of Minnesota, 1907.
- Driscoll, Marie Monica. Reading, Pa. B.L. Trinity College, Washington, D. C. 1912; assistant, Reading Public Library, January-August 1914.
- Edwards, Edith. New York, N. Y. Wells College, 1897-99; B.A. University of Chicago, 1901; John B. Stetson University, 1907-12; probationer and substitute, New York Public Library, March-September 1914.
- Emerson, Ralf Pomeroy. Detroit, Mich. B.A. Williams College, 1907.
- Furnas, Marcia Moore. Valley Mills, Ind. B.A. Earlham College, 1906; Bryn Mawr College, 1909-10; summer school, Indiana Public Library Commission, 1911; assistant cataloger, Indiana State Library, October 1913-date.
- Gilfillan, Emily Muriel. New York, N. Y. B.A. University of Michigan, 1914; student assistant, University of Michigan Library, January-June 1913.
- Grannis, Edith Emily Higbee. Mankato, Minn. Hamline University, 1911-12; B.A. University of Wisconsin, 1914; assistant and temporary librarian, Minnesota State Normal School, Mankato, 1907-10; substitute assistant, Mankato Public Library, 1907-10.



- Grenside, Adelaide Hildegard. Guelph, Canada. B.A. Trinity College, University of Toronto, 1914.
- Haynes, Marguerite Biddle. Emporia, Kan. B.A. College of Emporia, 1913; Kansas State Normal College, course in library science, 1913-14; organizer, Nortonville (Kan.) city and high school library, July-August 1914.
- Hull, Edna Morris. Warren, Ohio. Oberlin College, 1903-4; B.A. Mount Holyoke College, 1907; student assistant, Mount Holyoke College Library, February 1905-June 1907.
- Lancefield, Hilda Marguerite. Amity, Ore. Pacific University, 1908-10; B.A. Whitman College, 1913; desk assistant, Whitman College Library, 1911-13.
- Laws, Helen Moore. Milford, N. H. B.A. Mount Holyoke College, 1910; student assistant, Mount Holyoke College Library, 1907-10; assistant 1910-14.
- Meisel, Max. Brooklyn, N. Y. B.S. College of the City of New York, 1914.
- Moore, Edna Grace. Westerville, Ohio. B.A. Otterbein University, 1904; M.A. Ohio State University, 1907; Columbia University, summer session, 1909; Chicago University, summer session, 1910.
- Morgan, Jeannette Catherine. San Francisco, Cal. B.A. Leland Stanford Junior University, 1909; University of Greifswald, Germany, summer session, 1909; University of Berlin, winter semester, 1909-10; assistant, Stanford University Library and Lane Medical Library, San Francisco, 1912-14.
- Oberholtzer, Katherine Acker. Troy, N. Y. B.A. Vassar College, 1914.
- Retvedt, Ragnhild. Trondhjem, Norway. B.A. Trondhjems Kathedralskole; assistant, Trondhjems Folkebibliotek, 1913-14.
- Shields, Ethel Agnes. Rochester, N. Y. B.A. University of Rochester, 1914; student assistant, University of Rochester Library, July 1911-September 1914; temporary assistant, Rochester Theological Seminary Library, summers 1913 and 1914; apprentice, Rochester Public Library, July-September 1914.
- Webb, William. West Chester, Pa. B.A. Haverford College, 1913. M.A. 1914; student assistant, Haverford College Library, 1911-13.
- Wilkie, Florence, Asheville, N. C. B.A. State College of Kentucky, 1906.
- Winslow, Mary Amy. Indianapolis, Ind. B.A. Earlham College, 1910; University of Wisconsin, summer 1911.

**Staff instruction and special students.** The school encourages the attendance, as special students, of any staff member of The University of the State of New York whose regular work permits him to attend any course which tends to fit him for better service on the staff. Five staff members not eligible for admission to regular standing took work in this way in the school during the past year: two of the State Library staff, two from the Educational Extension Division and one from the Visual Instruction Division. An assistant in the State Department of Health was also admitted, at the request of that department, to the courses in elementary classification and printing. In all, six courses were attended by these special students: elementary cataloging, elementary classification,

government documents, printing, elementary reference, advanced reference.

**Degrees and commencement.** The commencement exercises were held in the larger recitation room of the school, June 24th. The commencement address was made by Rev. J. V. Moldenhawer and the degree of bachelor of library science was granted to the following 15 graduates of the class of 1915: Edna Elizabeth Bayer, Paul R. Byrne, Helen Mildred Claflin, Mary Elizabeth Cobb, Emily Kerr Colwell, Donald Bean Gilchrist, Thirza Eunice Grant, May Greene, Sarah Hallsted, Mildred Helen Lawson, James Adelbert McMillen, Margaret Cross Norton, Mary Campbell Sherrard, Ruth Elizabeth Thompson, Winifred Ver Nooy.

During the year ending September 30, 1915, the degree of bachelor of library science was also granted to Povl Fritz Vilhelm Slomann of the class of 1914 and to Elizabeth Hardy Thompson of the class of 1913, making a total of 17 degrees granted during the year.

The total number of degrees granted by the school up to October 1, 1915 is: bachelor of library science 202; master of library science 5.

### NOTES ON THE CURRICULUM

**General changes.** The curriculum of a really good library school can never remain stationary. Not only must new activities and new methods be considered but even well-established principles require new viewpoints as conditions in library work change. The changes in the curriculum may be either in modifications of the various courses offered or may come from changes in the instructional force itself. Due in great part to the epochal fire of 1911 both of these influences have been unusually active in the New York State Library School the past few years. For this reason it is interesting to compare the curriculum of the school year 1909-10, the last in the old rooms under the old conditions, and that of the past year, 1914-15.

The total destruction of the school equipment and the very different conditions under which work had to be resumed made it impossible for any instructor to cling to old methods in presenting his work and the radical revision thus necessitated is still evident in the matter and method of practically every course offered.

The increased amount of work which the rebuilding of the State Library imposed on many of the faculty members also led to many changes in the faculty personnel. In 1909-10 the faculty numbered nine, seven of them giving considerable instruction and two devoting their energies entirely to administrative work. Five years

later only two are giving substantially the same amount of work or the same courses. Two have retired from active library work, one is connected with the school only as a lecturer in charge of a short course, another has been obliged, through the increased demands made by the State Library to relinquish entirely one of his long courses, while the sixth, for the same reason, is no longer giving any instructional work in the school. To compensate for these losses there are four new members of the regular faculty and four lecturers, not giving instruction in the regular school in 1909-10, who are in regular charge of important courses. In other words, there are eight new instructors to offset the two old ones who still retain as much class work as they had five years ago. All but four of these lecturers or instructors have served in from one to four libraries each outside the New York State Library, in ten different states, and three of the four are or have been closely connected by their work with public libraries throughout the entire State of New York.

That this has not resulted in instability and in a serious loss to the best traditions and the ideals of the school is due largely to those who have retired wholly or in part from the work of teaching. Without exception they have maintained their interest and loyalty in the school and have given to their successors all the aid possible to ensure them an equal success in the work to which they have succeeded. It has consequently been possible for the school to maintain its policy of being progressive enough to give reasonable attention to the new in theory and practice and, at the same time, to resist the innovations of the importunate faddist until his theories have had time enough to demonstrate their worth or worthlessness.

Much of the improvement in the conduct of individual courses has been made possible by the convenient arrangement of the equipment necessary for illustrative purposes, by the care with which it has been made accessible through catalogs and by the frequent annotations which permit the students to use it for comparative purposes without devoting a large part of the class period to minute statements of the purpose and use of such material as is exhibited for class use.

Some of the more important changes in specific courses in the past five years are noted below:

**Administration.** The boundaries of this course are somewhat indefinite due to its close relation with the course in library extension (page 21), and some lectures belong properly in both

courses. The lines between the elementary and advanced courses are also rather loosely drawn as most of the visiting lecturers are available only in alternate years. It is only fair to mention also that the administrative side of the work is treated in detail in nearly all the specific courses, notably library buildings, library work with children, reference, loan work, order work, shelf work, cataloging, binding and printing and that, were this work duly entered under the general head of administration, the total of lectures and appointments would be much more impressive.

This year the advanced course in administration, which had formerly been elective, was required of all senior students. There have been no important changes in the method of conducting either the advanced or the elementary course since their introduction in 1906-7. The Director of the school is in general charge of both courses.

A rough classification of the more important lectures follows. The specific subjects of these lectures are noted on pages 9-10.

#### *General*

Mr W. W. Bishop (1)  
Mr William R. Watson (7)  
Mr Henry W. Kent (1)  
Miss Lutie E. Stearns (1)  
Mr George B. Utley (1)

#### *College and university libraries*

Mr James I. Wyer, Jr (3)

#### *Public libraries*

Mr Henry E. Legler (1)  
Dr Charles C. Williamson (1)  
Mr William F. Yust (1)

**Bookbinding.** This course has been almost entirely remodeled since 1911. Additional emphasis is placed on the administrative side. The practice in simple sewing and forwarding has been continued under the direction of the State Library binders and demonstrations and actual practice in simple mending and repairing have been given nearly every year at the Troy Public Library under the direction of an expert, Miss Jane H. Crissey. The collection of illustrative material includes a considerable number of volumes in varied styles and approved binding; a collection of sample leathers, cloths and other material; books bound in a variety of styles and in various materials, administrative blanks and forms, representative

price lists and a good collection of reference books on the subject. This material is suitably mounted and annotated and is used frequently by the staff of the State Library and visiting librarians as well as for class purposes. The historical side of bookbinding is treated in the course in history of books and foreign libraries. The course is conducted by the Vice Director.

**Cataloging.** The instruction in the junior year, conducted by Miss Hawkins, is devoted entirely to dictionary cataloging. Miss Fellows's *Cataloging rules* (Library School Bulletin 36) which is based on the *A. L. A. catalog rules: author and title entries* and, to a minor degree, on Cutter's *Rules for a dictionary catalog*, is used as a textbook. This has done away with dictation in class, and ensures accuracy in the statement of rules. The practice collection fully illustrates the technical points treated in the course. The books have been chosen with regard to their intrinsic value as well as their use as illustrations of cataloging technic. Three to six copies of each title enable the students to catalog the same book and so unify the class discussion.

The new catalog of the traveling libraries section gives the students practice in ordering and adapting the printed cards of the Library of Congress and the depository catalog of the State Library, into which more than half a million of Library of Congress cards and several hundreds of thousands of cards from other sources (including Harvard University, the John Crerar Library and the old author catalog of the New York State Library) have been filed in the last four years has given exceptional practice in arranging card catalogs.

The assignment of subject headings and references is now given in a separate course, based on the *A. L. A. list of subject headings* and the Library of Congress list. Three review lists at the end correlate the two courses.

In 1911-12 the senior cataloging was divided into two courses of 100 hours each, and only one course was required from each student. The illness of Miss Jones resulted in only one course, under the charge of Miss Dame, being given. In 1912-13 a new arrangement was made and two courses, A and B, under the respective direction of Miss Dame and Miss Fellows, have been offered yearly since then. The work of course A is on a time basis to permit the easier judging of the comparative accuracy and speed of the students. In course B a weekly report of the time spent in preparation is required to ensure an approximate equality of time being given to each course.

Course A is devoted to advanced dictionary cataloging and special attention is paid to difficult points in technical details, such as author entries, imprints and subject headings. The cataloging of books in foreign languages and the use of cataloger's reference books are emphasized. An adequate collection of books and pamphlets illustrating difficult and unusual points in cataloging has been assembled.

Course B is devoted to comparative cataloging. All the instruction now given in classed cataloging is included in this course. The purposes and special technic of these catalogs is discussed and some practice in classed cataloging given. Special attention is called to the methods of the John Crerar Library where the systematic classed catalog has reached a high development. A classed catalog of part of the State Library collection is available for illustrative purposes. A few of the more important foreign catalog codes are studied comparatively and the cataloging of incunabula is briefly treated and a comparative study of various methods of dealing with technical details is made.

Each year an increasing number of students has elected both courses and several have also availed themselves of the opportunities for cataloging practice in the State Library.

**Classification.** The course in the junior year is based on the *Decimal classification*. It is given with the large public library in mind but adaptations for the small public library, the college library and the children's room have been emphasized by the use of such materials as Miss Zaidee Brown's simplified scheme, the Wisconsin scheme for children's books and the Brookline modification. Mr Merrill's *Code for classifiers* supplies a long-felt need in teaching the subject, and will be used to an even greater extent the coming year.

In the senior course in advanced cataloging, the greatest emphasis is placed on the Belgian Expansion of the *Decimal classification*, the Library of Congress classification and Cutter's *Expansive classification*. The first two are discussed by Mr Biscoe who also notes, more briefly than formerly, some schemes of historic interest most of which are now obsolete or obsolescent as practical classifications. The *Expansive classification* is discussed by the Vice Director and is considered both as a system in actual use and a virtual textbook of value in adapting or amplifying other systems. Practice in classifying by all three schemes is required, and the adaptations necessary to meet special conditions have received increased emphasis in recent years.

**Elementary reference.** The rapidity with which reference books become obsolete or are superseded makes yearly revision of this course imperative. For the same reason exhaustive study of individual books, whose usefulness is likely to be considerably lessened within a very few years, is subordinated to an attempt to teach the general method of handling reference material and adapting it to the different purposes to which it is to be put. While Kroeger's *Guide to the study and use of reference books* and its supplements are still used as the basis of the work, the students are encouraged not to confine their research to the conventional "reference book." The problems are all composed of questions arising in actual work, many of them being contributed by the reference section of the State Library, and are constantly changing. Practically no class outline or problem more than two years old is used in class work. Attention is paid to reference work by correspondence and an increasing amount of emphasis is placed on the form in which problems and practice work are presented, both from the view of preventing useless elaboration and of conserving the results of research. The adaptation of means to ends in different kinds of libraries and different kinds of work is insisted upon. The course is greatly strengthened by the careful supervision, by Mr Champlin and Miss Rhodes of the State Library staff, of the students' practice in the library reading room and by their close cooperation with the Vice Director of the Library School, who is in charge of the course, in adapting it to the needs of different classes as well as different individual students.

**History of books and foreign libraries.** A large quantity of excellent illustrative material is in the new collection of the State Library. It includes original and facsimile examples of typography, illustrations, bindings and other phases of bookmaking of all important periods. The excellent collection of books and periodicals on library history and bibliography in its wide sense have permitted extensive changes to be made in the required reading. The course is still in charge of Mr Biscoe.

**Indexing.** In 1912-13, Miss Mary Ellis, who has had extensive experience as indexer for the New York State Library and The University of the State of New York, took charge of the course in place of Miss Martha Wheeler who had resigned from the State Library staff. Considerably more attention is now being paid to the indexing of periodicals.

**Library buildings.** The elementary course is still conducted by Mr Eastman and consists of six lectures, with required reading on the essentials to be considered in planning library rooms or small library buildings. There have been no important changes for several years.

An advanced elective course, under the direction of Mr Watson, has been offered for two years but so far not enough have elected it to warrant its being given. This course will be a seminar and will include the study and criticism of plans, including practice in reading them, and the drawing of rough plans to illustrate given problems in library construction. A fair collection of plans, including some blue prints, a large number of exterior and interior views of libraries, a collection of lantern slides formerly the property of Mrs Salome Cutler Fairchild, and a collection of Russian library pictures donated by Mme L. Haffkin Hamburger are available. The Visual Instruction Division has some slides of libraries which are also available for school use.

**Library extension.** This course was first given in 1913-14. It deals with the principles and problems of library organization and the extension of library activities. Seminars are held and actual practice in the Educational Extension Division, library inspection and some library organization are integral parts of the course. Thirteen libraries of the State have been organized or reorganized by the students as additional field work. Mr William R. Watson, Chief of the Educational Extension Division, is in charge, assisted by Miss Betteridge of the study clubs and traveling libraries section and by Misses Webster and Phelps, library organizers. Much of the success of the field work is due to the excellent supervision given it by Miss Webster from the very beginning of the course.

**Library work with children.** The school has consistently maintained its policy of making no pretense to train specialists in work with children. Brief introductory courses of from eight to twelve lectures each, dealing with essential principles of administering children's rooms and selecting juvenile literature, have been given. After some experience in having these given by several different lecturers each year, the school was fortunate in securing Miss Clara W. Hunt to take general charge of the course. Miss Hunt not only advised in the general plan of the course but gave each year a large proportion of the lectures. The result was a much better degree of logical connection in the course, more genuine interest on the part of the students and a better realization of the real importance of



sensible as well as enthusiastic work with children in libraries. Miss Hunt was unable, through stress of work, to give the work in 1914-15. Mrs Mary E. S. Root, of the Providence Public Library, gave the general course to the regular school. These lectures were supplemented by a brief course given to the students of the summer session by Miss Adeline B. Zachert of the Rochester Public Library. The practical character of these brief courses is shown by the fact that each year several students are influenced by them to become children's librarians either by attending special courses given elsewhere or through service as assistants in the children's departments of public libraries.

**Loan work.** Besides the study of three typical charging systems (the Newark, Browne and Columbia University) and the routine of the loan department, the course has been expanded to include the circulation of music, pictures, periodicals, books for foreigners and for the blind; circulation through outside agencies such as stations, schools, home and traveling libraries and interlibrary loans. Several lectures on publicity cover exhibits, lectures, window displays, motion pictures, advertising through street car placards, newspapers, bulletins and other printed matter. The course is in charge of Miss Hawkins.

**National bibliography.** The present bibliographic collection of the New York State Library, though numerically smaller than the former collection, is an excellent working collection which compares very favorably with those in the largest libraries of the country. Very few important bibliographies used in former years are missing and many others, which supersede some of those formerly studied, are now available for class use. Although necessarily divided between the reference and order sections of the State Library and the Library School it is all readily accessible through a complete catalog kept in the main study room. The course has been extensively revised to fit the changes in the collection and a new bulletin listing the books considered in class discussion and practice is just off the press (Library School Bulletin 38). All the problems are based on points arising in actual experience and a very fair degree of correlation of this course with those in cataloging, reference and order work has been attained. Since 1910-11, the course has been in charge of the Vice Director.

**Order and accession work.** This course has, with very few exceptions, been in general charge of the head of the order section of the State Library. For several years the lectures and practice

on accession work have been in charge of Miss Jennie D. Fellows who has been more or less closely connected with the accession records of the State Library from their earlier elaborate forms to the modified and simplified methods in use since 1911. The course in order work, since 1912-13 in charge of Miss Elizabeth M. Smith, embodies the experience gained in the very large book purchases of the past four years. The problems as well as the lectures are based on contingencies arising in the actual work of the library and treat, among other things, discounts, importations, auctions and second-hand dealers. In the consideration of administrative methods and records, special emphasis is placed on the adaptations necessary in large reference libraries, large public libraries with branches and small libraries. The closely related subjects of publishers and the selection of editions are treated in the course on selection of books.

**Original bibliography.** While no radical changes have been introduced recently, it may be worth while to note the greater amount of supervision given the bibliographies while they are in progress and the increased emphasis placed on the selection of subjects likely to be of real service. For the past three or four years the different State departments as well as the different divisions of The University of the State of New York have been increasingly interested in proposing suitable bibliographical subjects. Fifteen of the graduation bibliographies of the past five years have been prepared to meet these special requests. Nine of these have been published while three others will probably be published in the near future.

Students have been permitted since 1911-12 to substitute for the bibliography a "community study" of some definite community from the standpoint of its actual and potential library activities. Six studies covering six different cities have been presented.

The following original bibliographies were submitted during the year in partial fulfilment of graduation requirements:

Bayer, Edna E. Bibliography of Rochester, N. Y.

Byrne, Paul R. Bibliography of the Niagara frontier, 1812-37.

Claffin, Helen M. The summer home, its architecture and furnishing.

Cobb, Mary E. Biographies and autobiographies of American immigrants.

Colwell, Emily K. Folk songs in English.

Gilchrist, Donald B. Index to pictures and plans of library buildings in the United States, 1900-1914.

Prepared at the suggestion of the Educational Extension Division.

- Greene, May. Contribution to a select bibliography on moderate priced houses, ranging in cost from \$1000 to \$10,000.
- Grant, Thirza E. Professional status: a selected list of references on law, medicine, teaching, librarianship.
- Hallsted, Sarah. Virgil: a select list . . . in English and including some editions and translations.
- Lawson, Mildred H. Some books of use to teachers and students of drawing and the manual arts.
- Prepared at the suggestion of the Division of Agricultural and Industrial Education.
- McMillen, James A. The Adirondacks; supplementing Miss A. C. Sherrill's Bibliography on the Adirondack mountains. 1898.
- Norton, Margaret C. A contribution toward a bibliography of English economic history in the seventeenth century.
- Sherrard, Mary C. Reading list on travel in fiction.
- Thompson, Elizabeth H. Books and articles on advertising published since 1905.
- Thompson, Ruth E. Five German composers of the eighteenth century: Beethoven, Gluck, Handel, Haydn, Mozart.
- Ver Nooy, Winifred. Bibliography of biographies of twentieth century American business men.

Mr P. F. Vilhelm Slomann, 1914, submitted a community study: Albany and a criticism of its public libraries, 1913-14: a community study.

**Practice work.** After a long series of experiments the school has deliberately adopted the policy of requiring from each student enough carefully selected practice work to emphasize the principles taught rather than requiring a long period of staff service filled largely with ordinary routine or mechanical details. In 1911-12, to meet the emergency caused by the fire, the students were sent to different libraries throughout the country for a month of field work. The result was so satisfactory that the policy has been continued. Twenty-nine public and ten college and university libraries have given opportunities for this practice work. The students serve as voluntary staff assistants with regular schedules and in many cases they have been of real service in taking the place of regular staff members temporarily absent. This field work has so far been done in March of each year and supersedes the 150 hours of summer practice previously required of those without previous library experience. Under the present arrangement, all students, except those who are regular staff members of the New

York State Library are required to do the field work. Particular care is taken to select practice suited to the needs and aptitudes of the individual student or to supplement his previous library experience. Since 1912-13, students have been given an opportunity to reorganize, as field work, some of the smaller public and school libraries of the State under the direct supervision of the Educational Extension Division. Fifteen students have in this way organized twelve different libraries.

The following summary of the outside practice in March 1915 is fairly typical of the work of the past three years: Six libraries in the State were reorganized by members of the senior class and one junior who had had some previous experience: Camden Public Library, Canton Free Library, Cobleskill High School Library, East Hampton Free Library, Endicott Public Library and the Troy Central School Library. The work was again under the direct charge of the Educational Extension Division.

Student practice was also given by the following libraries:

*Public libraries.* Brookline (Mass.) Public Library; Brooklyn Public Library; Buffalo Public Library; Chicago Public Library; Cleveland Public Library; Detroit Public Library; District of Columbia Public Library; Hartford (Conn.) Public Library; New York Public Library; Newark (N. J.) Free Public Library; Somerville (Mass.) Public Library; Springfield (Mass.) City Library Association; Wilmington (Del.) Institute Free Library; Worcester (Mass.) Public Library.

*College and university libraries.* Colgate University; Columbia University; Princeton University; Smith College.

The practice work in Albany, under the charge of Miss Woodworth, is given in the State Library and the Educational Extension Division, in the Young Men's Association and Pruyn libraries, and for the past four years in organizing the library of the New York State College for Teachers. A feature of the senior practice work is the preparation of study club outlines for the use and under the direction of the traveling libraries section.

Special practice in the reference and cataloging sections of the State Library may be elected by seniors particularly interested in those lines of work. The reference practice consists of general desk work and bibliographic practice in preparing brief reference lists needed in the work of the reference section. This work since 1912-13 has been under the direct supervision of Mr George G. Champlin, sublibrarian (reference), and Miss Isabella K. Rhodes, reference assistant, and their interest in it has greatly increased its practical value to the students. A credit of 50 hours is given

for each phase of the work elected. The cataloging practice, for which a credit of 100 hours is given, is in charge of Miss Dame and includes all phases of work on the State Library catalog.

**Printing.** The radical changes in the methods and organization of the printing business within the past few years have made it necessary to reconstruct the entire course. Printing technic is taught only so far as is necessary to enable the students to prepare copy and specifications intelligently and the main emphasis is placed on the preparation of copy, proofreading and the elements of effective typographic display. A collection of reference books is supplemented by a collection of mounted specimens of type faces, typographic design, illustrations, printing papers, material illustrating technical processes of all kinds, specimens of actual printing specifications and the like. Administrative records and economies in printing are touched on and library publications of various kinds are criticized from the typographical point of view. Through the courtesy of J. B. Lyon Co. a visit is paid to all departments of a large and thoroughly equipped printing plant. Each student is expected to edit and prepare specifications for an assigned piece of "copy" and the proofreading practice is obtained through the correction of galley proofs of actual publications of the library divisions of The University of the State of New York. Required reading is also assigned. The course is in charge of the Vice Director.

**Selection of books.** In 1911-12, Miss Mary Eastwood, head of the book selection section of the State Library, succeeded Miss Martha Wheeler as instructor in book selection. The next year the junior course was given to Mr Charles F. Porter of the Educational Extension Division, though Miss Eastwood still retained general charge of both courses as well as personal conduct of the senior course.

Aside from a reduction in the number of required outline reviews there have been no changes of consequence in the junior course. The senior course, on the other hand, instead of being virtually an amplification of the work of the junior year, has been modified in several important respects. To keep the students in touch with current books, less attention is given to older works whose value has been tested, the number of set class lectures has been reduced and more general discussion has been encouraged in all parts of the course. The place of the set groups of books for discussion has in part been taken by problems on translations, series, editions etc. Prominent contemporary novelists, dramatists and poets receive more attention and the "checking" of various book lists has

in view the widely different needs of special types of libraries. Secondhand and "remainder" catalogs are also checked. The study of book reviews and practice in book annotations for different purposes is continued. Annotated lists are also required frequently in the courses in elementary reference, printing, binding, and both seminars as well as in other courses in which reports on assigned reading are required.

**Seminar.** The seminar is very elastic in its inclusion of topics as one of its chief purposes is to keep the students abreast with recent developments in library work. Consequently, the topics considered vary greatly from year to year. The appointments in the junior year include different lines of library activity and vary from more or less formal talks to general class discussions. In the senior seminar an increasing number of appointments is put in charge of the students themselves and free discussions are encouraged in every way. Many of the topics for discussion are selected by the class. In 1914-15 four of the six appointments on work with schools were conducted entirely by the students. Notebooks must be submitted by each student at the end of each year and care is taken, through submitting outlines and other written work, that the class discussion does not take the place of previous preparation. Several experiments intended to keep the students informed as to current library publications have been made. Each senior is required to submit at the end of the year a summary report on some library topic selected by himself for fairly intensive study. Both the subject and the report must be approved by the Vice Director. In 1914-15, a voluntary library club, to which none but students were eligible, met monthly for the discussion of current events. The minutes of each meeting, together with the outlines and notes of all papers presented at the meeting, were submitted to the Vice Director at the close of each meeting. A selection from the library publications of the month was on exhibit in the interval between meetings. The purpose of both seminars is to encourage sensible discussion rather than merely to fill time with hackneyed, conventional reports on matters in which the students have little real interest and, while different classes vary in the ease and skill with which they conduct discussions, the results have been fairly satisfactory.

**Annual library visit.** Following the usual custom of odd years, leading libraries in New York, Brooklyn, Newark, Philadelphia and Washington were visited in April. The changes from the trip in 1913 were the omission of Drexel Institute, which has discontinued

its library school, and the addition of the Library Company of Philadelphia. As in preceding visits, a considerable number of libraries not on the regular schedule were visited by students. In some cases these were assigned visits for the purpose of special investigation; in others they were purely voluntary and prompted entirely by the interest of the students.

The courtesy which the party met everywhere makes it difficult to single out any for special mention but particular thanks for special attentions, social and professional, are due the students of the Library School of the New York Public Library for a luncheon, the staffs of the Newark Free Public Library, the Pratt Institute Free Library and Bryn Mawr College Library for informal teas and to the staff of the Philadelphia Free Library for particular assistance in very adverse weather conditions. Mr George Maurice Abbot, of the Library Company of Philadelphia, very generously gave up the major part of a holiday to act as personal guide to the Library Company's library and the Ridgway branch.

#### SUMMER SESSION

Following the plan adopted tentatively in 1910 of giving general and special summer courses in alternate years, the session of 1915 was devoted to a general course of six weeks, beginning June 2d and closing July 14th. For several unavoidable reasons the attendance was much smaller than usual but the small enrolment was compensated for by the high average of work done.

Seventy-one lectures and class appointments were scheduled.

A summary of the course with the number of lectures in each subject follows:

- Classification (11), Miss Hawkins
- Subject headings (7), Miss Hawkins
- Cataloging (11), Miss Fellows
- Reference (8), Mr Walter
- Public documents (3), Mr Wyer
- Bibliography (6), Mr Biscoe, Mr Walter
- Selection of books (11), Miss Eastwood, Mr Walter
- Work with children (4), Miss Zachert
- Miscellaneous subjects (1 lecture each): Accession work (Miss Fellows); Bookbinding (Mr Walter); Bookbuying (Mr Walter); Book repairing (Mr Walter); Historical material for school libraries (Mr Skinner); Library administration (Mr Yust); Library buildings (Mr Watson); Loan work (Miss Hawkins); Organization of the small library (Mr Watson); Shelf work (Miss Fellows).

Several of the students attended a considerable number of the special lectures on library work with schools given before the library institute for high school teachers, July 6-16.

The course was attended by 17 students, 9 of them coming from New York, 2 each from Indiana and Tennessee and 1 each from Connecticut, Massachusetts, Pennsylvania and Canada. The 16 different summer sessions have been attended by 364 different students, 12 of them having attended more than one session.

Certificates were granted on examination to 15 students.

A list of those in attendance follows:

- Bates, Bertha. Assistant, Amsterdam (N. Y.) Free Library  
 Bryan, Elizabeth A. Assistant, circulation department, Utica (N. Y.) Public Library  
 Bunn, Arralee. Loan desk assistant, Cossitt Library, Memphis, Tenn.  
<sup>1</sup>Conway, Mary S. Assistant, Rensselaer Polytechnic Institute Library, Troy, N. Y.  
 Fowler, Julian S. Assistant librarian, Hobart College Library, Geneva, N. Y.  
 Haskins, Marian H. Assistant, Saratoga Springs (N. Y.) Public Library.  
 Horton, Rosabel S. Assistant, Reynolds Library, Rochester, N. Y.  
 Knippel, Louise T. A. Assistant, South Norwalk (Conn.) Free Library  
 Lewis, Charlotte. Cataloger, Carnegie Free Library, Braddock, Pa.  
 McDonald, Marian. Children's librarian (elect), Public Library, Westmount, P. Q., Canada  
 Meyer, Oma C. Reference librarian, Lebanon (Ind.) Public Library  
 Ohr, Cerene. School reference assistant, Indianapolis (Ind.) Public Library  
 Pockman, Eleanor A. Assistant, Ewell Free Library, Alden, N. Y.  
 Sheffield, Agnes M. Librarian, Normal Training School, Rochester, N. Y.  
 Thayer, Helen M. Junior assistant, Brookline (Mass.) Public Library  
 Wellons, Verna M. Librarian in charge, Riverside branch, Cossitt Library, Memphis, Tenn.  
 Zoller, Marjorie R. Librarian (elect), Middleburg (N. Y.) High School Library

## LIBRARY INSTITUTE FOR HIGH SCHOOL LIBRARIANS

For the past two or three years the interest in school libraries of the State has been noticeably growing. A library institute for district superintendents was held jointly by the Library School and the School Libraries Division in 1914. At this the needs of rural school libraries were discussed. To meet in part the demand for instruction suited to librarians of high schools, the School Libraries Division of the University, through its chief, Dr Sherman Williams, and the New York State Library School this year cooperated in conducting a library institute for high school librarians, July 6-16. To secure some tangible results in spite of the short duration of

<sup>1</sup> Partial work only.



the institute, the entire time was devoted to the reference use of the high school library. A course of ten lessons devoted to discussion of desirable reference material for high schools and its proper use was conducted by the Vice Director of the Library School. These lectures were supplemented by problems which involved the preparation of brief reading lists, the examination of many books of reference value in the State Library and the traveling libraries collection and the answering of specific questions. Much of the material in the problems was suggested by specialists of the University and all of them were criticized, before their presentation to the class, by these specialists, in order to ensure as far as possible their practical character and value and the later use in actual school work of the material used in preparing the problems. Daily lectures of a more general character but directly relating to the needs of the high school library were given by staff members of the University and others. Much of the success of the institute was due to the cordial assistance of members of other divisions of the University. President Finley addressed the class on July 16th, expressing his sympathy with the general movement toward the betterment of school library conditions and his gratification at seeing so many in attendance. The list of lecturers and their subjects follows:

Dr Sherman Williams (2 lectures), What the school library should accomplish and History and the school library; Mr William R. Watson, The school library and the Educational Extension Division; Mr Layton S. Hawkins, Literature of agriculture; President A. R. Brubacher of the New York State College for Teachers, The teacher's professional reading; Mr Wallace S. Bartholomew, Literature of commercial subjects; Mr A. W. Abrams, Relation of the school library to visual instruction; Mr Randolph T. Congdon, The library as an aid to the teacher of literature; Mr Charles F. Porter, Traveling libraries; Mr James I. Wyer, Jr, Public documents in the high school library.

Thirty-four high school librarians or high school teachers assigned to library work attended, 32 of them being present for the entire course. Although the assigned class work was entirely optional, 24 completed it voluntarily and only 2 or 3 failed to submit a considerable part of it for examination. The intelligent interest of the teachers in attendance made it possible to obtain results far exceeding the expectations of those who had planned the course. Every part of the State was represented. The list of those present during the entire institute follows:

Close, Miss Dorothy L.....	Gouverneur
Crane, Miss Kate de F.....	Hastings-on-Hudson
Crouch, Miss Julia I.....	Cohocton
DeLamater, Miss Helen F.....	Solvay
Drake, Miss Madge T.....	Corning
Edgar, Miss Margaret G.....	Buchanan
Godley, Miss Mary F.....	Great Neck
Gray, Miss Florence J.....	Elmira
Green, Miss Ella W.....	Jamestown
Guleke, Mrs Mary F.....	Castleton
Harrington, Miss Sara M.....	Victor
Herrick, Miss W. Lila.....	Warrensburgh
Howe, Miss Edna L.....	Trumansburgh
Jenne, Miss Hazele P.....	Port Chester
Knapp, Miss Ethlyn M.....	East Hampton
Knapp, Miss J. Elisabeth.....	Wappinger's Falls
Knapp, Miss Lena C.....	Wallkill
Lacey, Miss Margaret.....	Union-Endicott
Lamboy, Miss Anna R.....	Schenectady
Lettis, Miss Margaret.....	Watervliet
McGahan, Miss Julia F.....	Troy
Malcolm, Miss Maud G.....	Port Henry
Miller, Miss Inez A.....	Yonkers
Parks, Miss Carrie Belle.....	Wyoming
Parry, Miss Margaret B.....	Monticello
Pierce, Miss Florence H.....	Alfred
Rugg, Miss Grace L.....	Medina
Stafford, Miss Alice H.....	Buffalo
Thurston, Miss Mary H.....	Elmira Heights
Vaughn, Miss Agnes.....	Hudson Falls
Ward, Miss Helen H.....	Yonkers
Zatz, Mr Morris S.....	New York City

### THE ALUMNI

During the year 102 positions (including important promotions) to which former students have been appointed have been brought to the notice of the school. The total number recorded to October 1, 1915, is 2328. Of these, 862 have been in New York State. Those filled this year range from the cataloging of two private libraries to the organization of the library interests of the Punjab. Seven have acted as instructors in summer schools or training classes. Despite the very untoward financial conditions of the past year which caused very material reductions in the appropriations to libraries of all kinds, the proportion of positions filled is but little below normal, while in point of beginning salary and responsibility the recent positions compare very favorably with those of the past.

A table of positions filled during the year follows:

## Positions filled October 1, 1914—September 30, 1915

CLASS AND NAME	POSITION	INSTITUTION AND PLACE (UNLESS IMPLIED)
<b>1893</b> Robbins, Mary E.....	Indexer of the Readers' Guide Supplement.....	H. W. Wilson Company, White Plains, N. Y.
<b>1900</b> Crump, Richard L.....	Librarian.....	New York County Lawyers' Association, New York, N. Y.
<b>1903</b> Fuller, Frances H.....	Executive secretary.....	Women's Industrial and Educational Union, Boston
<b>1903</b> Blunt, Florence T.....	Instructor, department of library science	Simmons College, Boston
Hazeltine, Alice I.....	In charge children's department	St Louis Public Library
<b>1904</b> Mumford, Rosalie.....	In charge order department...	Detroit Public Library
Rose, Ernestine.....	Librarian, Seward Park branch	New York Public Library
Spafford, Martha E.....	Cataloger.....	University of Oregon Library, Eugene
<b>1905</b> Blanchard, Alice A.....	In charge children's department	Newark (N. J.) Free Public Library
<b>1906</b> Henry, Eugenia M.....	Assistant librarian.....	Wesleyan University Library
Judson, Katharine B.....	Sublibrarian in history.....	New York State Library
<b>1907</b> Hirahberg, Herbert S.....	Librarian.....	Toledo (Ohio) Public Library
<b>1908</b> Fifield, Winifred F.....	Librarian.....	National City (Cal.) Free Public Library
Smith, Fannie M.....	Librarian.....	Reuben McMillan Free Library, Youngstown, O.
Strange, Joanna G.....	Assistant, documents division.	New York Public Library
<b>1909</b> Blair, Irene E.....	Librarian.....	Owensboro (Ky.) Free Library
Culver, Essae M.....	Librarian.....	Glenn County Free Library, Willows, Cal.
Davis, Mary H.....	Assistant librarian.....	Connecticut College for Women, New London
Phipps, Gertrude E.....	Senior assistant.....	University of California Library, Berkeley
<b>1910</b> Bucher, Mrs Paul.....	Senior assistant.....	University of California Library, Berkeley
Joeckel, Carlton B.....	Librarian.....	Berkeley (Cal.) Public Library
<b>1911</b> Allen, Mrs Philip L.....	Bibliographical assistant.....	Milwaukee Public Library
Eliot, Ruth P.....	In charge school libraries.....	St Paul (Minn.) Public Library
Leitch, Harriet E.....	Branch librarian.....	Seattle (Wash.) Public Library
Miltimore, Louise.....	Junior first assistant, Seward Park branch	New York Public Library
Vasbinder, Lida C.....	Reference librarian.....	Colgate University Library, Hamilton, N. Y.
<b>1912</b> Richardson, Mary C.....	Librarian.....	Lewis and Clark High School Library, Spokane, Wash.
<b>1913</b> Dice, J. Howard.....	Assistant.....	Ohio State Library
Edwards, Eleanor M.....	Reference librarian.....	Silas Bronson Library, Waterbury, Conn.
Peters, Louise M.....	Catalog reviser.....	New York Public Library
Walkley, Raymond L.....	Assistant librarian.....	Minneapolis Public Library
<b>1914</b> Adkins, Venice A.....	First assistant, Bloomingdale and Bond St branches	New York Public Library
Bowles, Verne.....	Cataloger.....	Kansas State Normal School Library, Emporia
Burnham, Adele.....	Assistant in charge, upper reading room.....	University of Michigan Library, Ann Arbor
Clark, Mabel.....	Assistant.....	West Virginia University Library, Morgantown

## Positions filed October 1, 1914—September 30, 1915 (concluded)

CLASS AND NAME	POSITION	INSTITUTION AND PLACE (UNLESS IMPLIED)
<b>1914</b>		
Cobb, Mary E. ....	Assistant, Bushwich branch. . .	Brooklyn Public Library
Lowry, Elizabeth. ....	Instructor in cataloging and classification	California State Library School, Sacramento
Pidgeon, Marie K. ....	Reference librarian. ....	Silas Bronson Library, Waterbury Conn.
Pidgeon, Marie K. ....	Assistant, legislative reference section	New York State Library
Savage, Elta V. ....	Reference librarian. ....	Duluth (Minn.) Public Library
Sawyer, R. Alger, jr. ....	Assistant, documents division.	New York Public Library
See, Alice. ....	Librarian. ....	Hood River (Ore.) County Library
Slomann, Vilhelm. ....	Sublibrarian. ....	Kommunens Folkebibliotek, Kjoben- havn, Denmark
<b>1915</b>		
Bayer, Edna E. ....	Assistant. ....	Rochester (N. Y.) Public Library
Broomell, Ellyn C. ....	Assistant. ....	University of Chicago Library
Byrne, Paul R. ....	Assistant, legislative reference section	New York State Library
Byrne, Paul R. ....	Reference assistant. ....	Ohio State University Library, Col- umbus
Calkins, Ruth H. ....	Assistant. ....	Wellesley College Library, Wellesley, Mass.
Clafin, Helen M. ....	Librarian. ....	Attleboro (Mass.) Public Library
Gates, Helen F. ....	Librarian. ....	John B. Stetson University, De Land, Fla.
Gilchrist, Donald B. ....	Assistant. ....	New York State Library
Gilchrist, Donald B. ....	In charge, loan department. . .	University of Minnesota Library, Minneapolis
Grant, Thirza E. ....	Reference assistant. ....	Oberlin College Library, Oberlin, O.
Greene, May. ....	Reference assistant, in charge of debate work	New York State Library
Hall, Anna G. ....	Librarian. ....	Endicott (N. Y.) Free Library
Hallsted, Sarah. ....	Cataloger. ....	Lincoln Library, Springfield, Ill.
McMillen, James A. ....	Assistant, legislative reference section	New York State Library
McMillen, James A. ....	Librarian. ....	University of Rochester Library, Rochester, N. Y.
Norton, Margaret C. ....	Catalog assistant. ....	Vassar College Library, Poughkeepsie, N. Y.
Seip, Karen. ....	Assistant, accession depart- ment	Deichmanske Bibliotek, Kristiania, Norway
Sherrard, Mary C. ....	Reference assistant. ....	New York State Library
Sherrard, Mary C. ....	Executive assistant. ....	Utica (N. Y.) Public Library
Thompson, Ruth E. ....	In charge extension department	Denver (Col.) Public Library
Ver Nooy, Winifred. ....	Assistant, acquisition depart- ment	University of Chicago Library
<b>1916</b>		
Bircholdt, Harriet N. ....	Librarian, extension division. .	Indiana University, Bloomington
Castle, Carolyn M. ....	Assistant. ....	Rochester (N. Y.) Public Library
Furnas, Marcia M. ....	Assistant cataloger. ....	Indiana State Library, Indianapolis
Gilfillan, Emily M. ....	Assistant. ....	Library of the Rockefeller Founda- tion, New York City
Moore, Edna G. ....	First assistant cataloger. ....	University of Missouri Library, Col- umbia
Morgan, Jeannette C. ....	Cataloger. ....	Fresno (Cal.) County Library
Retvedt, Ragnhild. ....	Assistant. ....	Norges Tekniske Høiskole, Tron- dhjem, Norway
Webb, William. ....	Assistant, legislative reference section	New York State Library
Winslow, M. Amy. ....	Assistant. ....	New York State Library School

## Temporary positions reported, October 1, 1914—September 30, 1915

CLASS AND NAME	POSITION	INSTITUTION AND PLACE (UNLESS IMPLIED)
<sup>1894</sup> Hawes, Clara S.....	Cataloger, reference division...	New York Public Library
<sup>1900</sup> Smith, Faith E.....	Director, summer library course	University of California, Berkeley
<sup>1901</sup> Vought, Sabra W.....	Assistant.....	Utica (N. Y.) Public library
Vought, Sabra W.....	Instructor, winter short course, library service school	Riverside (Cal.) Public Library
<sup>1904</sup> Dickinson, A. Don.....	Organizer.....	University of Lahore Library, British India
<sup>1909</sup> Wheeler, Joseph L.....	In charge A. L. A. Library ex- hibit	Panama-Pacific Exposition, San Fran- cisco, Cal.
<sup>1912</sup> Holmes, Florence I.....	Assistant in organizing.....	Private library of the late Judge Edwin Countryman, Albany, N. Y.
Holmes, Florence I.....	Cataloger.....	Private library, Ex-governor John A. Dix, Albany, N. Y.
Holmes, Florence I.....	Cataloger, reference division...	New York Public Library
Hill, Grace.....	Reorganizer.....	Swampscott (Mass.) Public Library
<sup>1913</sup> Bliss, Leslie E.....	In charge legislative reference section	New York State Library
Conant, Genevieve.....	Assistant.....	Chautauqua Summer Library School
<sup>1914</sup> Burwell, Ethel I.....	Substitute reference librarian...	New Britain (Conn.) Institute Library
Burwell, Ethel I.....	Cataloger.....	Brown University Library, Provi- dence, R. I.
Lowry, Elizabeth.....	In charge A. L. A. Library ex- hibit	Panama-Pacific Exposition, San Fran- cisco, Cal.
<sup>1915</sup> Hallsted, Sarah.....	Assistant, catalog division....	New York Public Library
Lawson, Mildred K.....	Cataloger, reference division...	New York Public Library
Thompson, Ruth.....	Cataloger.....	Medical Society of the City and County of Denver
Martin, Mamie R.....	Cataloger.....	Aurora (Ind.) Public Library
Spicer, Inez.....	Special cataloger.....	University of Missouri Library, Col- umbia
Wallace, Ruth.....	Instructor in reference work and library economy	Chautauqua Summer Library School
Schneider, Rebecca.....	Assistant.....	Ellensburg (Wash.) Public Library
<sup>1916</sup> Edwards, Edith.....	Summer assistant, St Gabriel's Park branch	New York Public Library
Emerson, Ralf P.....	Assistant, catalog division....	New York Public Library
Grenside, Adelaide H.....	Assistant.....	Newark (N. J.) Free Public Library
Lancefield, Hilda M.....	Assistant.....	Portland (Ore.) Library Association
Laws, Helen M.....	Assistant.....	New York State Library
Shields, Ethel A.....	Catalog assistant.....	Theological Seminary Library, Rochester, N. Y.

**New York State Library School Association.** A meeting of the New York State Library School Association was held at Hotel Claremont, Berkeley, Cal., June 7, 1915. The Director of the school spoke at some length on the school and its work and various matters relating to alumni interests were discussed. The following officers for 1915-16 were elected: *president*, Carl P. P. Vitz '07, 2d vice librarian, Cleveland (Ohio) Public Library; *1st vice president*, Clara W. Hunt '98, superintendent of children's department, Brooklyn Public Library; *2d vice president*, Sidney B. Mitchell '05, chief, order department, University of California Library; *secretary-treasurer*, Harriet R. Peck '04, librarian, Rensselaer Polytechnic Institute, Troy, N. Y.; *executive committee*, Isabella M. Cooper '08, assistant in charge, sociological department, Brooklyn Public Library, John B. Kaiser '10, librarian, Tacoma (Wash.) Public Library, Henry N. Sanborn '13, secretary, Indiana Library Commission; *advisory committee*, Caroline M. Underhill '89, librarian, Utica Public Library, Everett R. Perry '03, librarian, Los Angeles (Cal.) Public Library, Harold L. Wheeler '14, librarian, Hamilton Fish Park branch, New York Public Library.

The association has been of very great service to the school in many ways. It has been the direct means of sending it many good students; its members have interviewed many candidates for admission and by both favorable and unfavorable reports have helped keep the standard of student efficiency high; the collection of alumni publications, which already includes many hundred items, is largely the result of private donations by former students. The association has already given to the school nearly \$300 for school-room decorations and entertainment purposes, while seven classes have given nearly \$325 more for decorations and other purposes. Indeed, the alumni are largely responsible for the strong school spirit which has always been one of our greatest assets. It would be an even greater benefit to the school were every former student to be a member of the association and active in its work.

The constitution of the association has been used as a model by several similar associations. At the request of many former students and others it is here reprinted.

#### CONSTITUTION OF THE NEW YORK STATE LIBRARY SCHOOL ASSOCIATION

*Revised May 1907*

1 *Name.* This association shall be called the New York State Library School Association.

2 *Objects.* Its objects shall be to promote social intercourse among its members, to advance the interests of the New York State

Library School, and to cooperate in the work of the American Library Association.

#### **Members**

3 *Eligibility.* All persons who have been members of the Columbia College Library School or the New York State Library School may become members of this association upon payment of the annual fee.

4 *Honorary members.* Honorary members may be elected by a three-fourths vote of the association on nomination by the executive board.

5 *Associates.* Undergraduates of the school are associate members.

6 *Exemptions.* Honorary and associate members shall be exempt from payment of dues and shall have all the privileges of full membership except that of voting.

7 *Annual fee.* Each member shall pay one dollar to the treasurer on or before October 1st of each year. All members who have not paid their dues for two full years shall be dropped from membership, after notification. All members who have been dropped from membership may rejoin the association on payment of the annual dues for the year in which they rejoin.

#### **Officers**

8 *Number and election.* The officers shall be a president, first and second vice presidents, a secretary, a treasurer and an executive board of seven, of which the above officers shall be members. They shall be elected by ballot at each annual meeting, and at least three of them shall be persons who reside in or near the same city or town. They shall continue in office till the adjournment of the meeting at which their successors are elected.

9 *Advisory board.* There shall be an advisory board of three members, one member to be elected at each annual meeting, to serve for three years. It shall be the duty of the advisory board to learn the conditions of affairs in the New York State Library School, to get the opinion of former and present students regarding its work and interests, and to suggest any changes or improvements that seem to them advisable. The chairman of the advisory board shall be chosen each year by its own members. All vacancies on the advisory board shall be filled by the president of the association, the appointee to serve for the full unexpired term. If the funds of the association warrant, the executive board shall appropriate a certain sum each year for the use of the advisory board, the sum

so appropriated to be spent at the discretion of the chairman of the advisory board.

10 *Executive board.* The executive board shall have the general management of the affairs of the association.

#### Meetings

11 *Annual meeting.* The annual meeting shall be held during the annual meeting of the American Library Association.

12 *Special meetings.* Special meetings may be called by the executive board.

13 *Notice.* Due notice of the time and place of meetings and the purpose of special meetings shall be given to all members by the secretary.

14 *Quorum.* One-tenth of the members shall constitute a quorum.

#### Amendments

15 *Amendments.* The constitution may be amended by a three-fourths vote of those present at any regular meeting, provided the proposed amendment shall have been specifically set forth in the call for such meeting.

**Necrology.** The following deaths of former students have been reported during the year:

Margaret Ann Emerson, 1902-3. Died July 14, 1914. After her year at the Library School Miss Emerson went to Syracuse University as instructor in the department of library economy. In 1905 she was made assistant professor of library economy, which position she held until June 1913.

Minnie Martha Beal, 1903-5, died November 7, 1914. From 1905-7, Miss Beal was assistant in the New York State Library; during 1908 she served as temporary assistant in the Michigan State Library. At the time of her death she was a teacher in the Greusel School, Detroit, Mich.

Dexter Hunter, Jr, October 1900-April 1901, died January 18, 1915. October 1901-2, he was an assistant in the Buffalo Public Library. In 1902 he left library work to engage in business.

Esther Elizabeth Burdick, 1888-90, died May 25, 1915. Since February 1891 Miss Burdick had been connected with the Jersey City Public Library as head cataloger, assistant librarian, acting librarian and finally librarian from July 1896 to the time of her death. She was vice president of the New Jersey Library Association, 1896-97. Appreciations of Miss Burdick and her work are



given in the Library Journal, July 1915, pages 538-39, and Public Libraries, July 1915, page 340.

The death of Mary Emma Peirce, 1890-91, has also been reported but no details have been learned.

**Gifts:** During the past year the following gifts have been received:

From the New York State Library School Association:

\$25 for entertainment purposes

From the class of 1893:

Framed Elson print of the Alice Freeman Palmer memorial

From the class of 1914:

Silver vase, cake basket, two bon bon dishes, punch ladle, pewter cream jug and sugar bowl, set of Japanese linen doilies

From the class of 1915:

Cast of the Victory of Samothrace

Numerous items for the collection of alumni publications, for the collection of children's literature, the documentary history, the minor material in library science and the book-plate collection have also been received. Miss Joanna G. Strange '08, and Mr Henry N. Sanborn '13, have been among the largest single contributors of book-plates.

#### LIBRARY MEETINGS

**The A. L. A. conference.** At the Berkeley meeting of the American Library Association, Miss Mary W. Plummer, principal of the Library School of the New York Public Library, was elected president. Miss Plummer is a member of the first class of the New York State Library School (then connected with Columbia University) and the third of its alumni to be president of the national association. Chalmers Hadley '07, was elected 2d vice president. Six former students were elected to the council and five received elective offices in various sections of the association. There are now fifteen elected and five ex-officio members of the council who have attended the school.

Seventeen former students were also regularly scheduled to take part in the general and sectional meetings of the association. Sixty-four were present at the conference.

**The New York Library Association.** At the annual meeting of the State association at Haines Falls, September 27-October 2, 1915, between thirty and forty former students of the regular and summer courses were present. Nearly all of these, with the execu-

tive board and several ex-presidents of the American Library Association, and representatives of several library schools, met at an informal tea. Six former students, including Miss Caroline M. Underhill, who presided at the 1915 meeting, have served the association as president.

### GENERAL NOTES

**Association of American Library Schools.** The initial meeting of the Association of American Library Schools was held at the New York State Library School, June 29-30, 1915. Eighteen faculty members from the following six schools were present: New York State Library School; School of Library Science, Pratt Institute; Simmons College Library School; Training School for Children's Librarians, Pittsburgh; Library School of the University of Wisconsin; Library School of the New York Public Library. A constitution was adopted and signed by the schools represented and various topics of general interest to the schools were discussed. Director James I. Wyer, Jr, of the New York State Library School, was elected president and Miss Florence R. Curtis (New York State '96) of the University of Illinois Library School, secretary.

**Registration of Library Schools.** The desire for formal standardization of library school courses indicated by the formation of the Association of American Library Schools has been officially recognized by The University of the State of New York. In response to a request from the board of education of New York City for a list of registered schools of recognized standard, the Board of Regents at the meeting of July 27, 1915 took the following action.

*Voted*, That the following library schools be approved as maintaining proper standards:

New York State Library School, Albany  
Library School of the New York Public Library, New York  
Pratt Institute School of Library Science, Brooklyn  
University of Illinois Library School, Urbana  
Library School of the University of Wisconsin, Madison  
Department of Library Science, Simmons College, Boston  
Library School of Western Reserve University, Cleveland

It is altogether likely that the University will soon definitely recognize librarianship as a profession and formally register (not merely approve) schools with adequate equipment and satisfactory curricula, which are on a graduate basis.

**Publications.** Excluding purely administrative blanks and forms and the itinerary of the annual library visit, the following school publications have been issued during the year:

*Cataloging rules: preliminary edition*; prepared by Jennie D. Fellows. (Library School Bulletin 36). 181p. 1915.

Revised and enlarged edition of the stenciled outlines and directions for several years used as the basis of the junior course in cataloging. The demand from outside the school for this bulletin has already been large.

*28th Annual Report of the New York State Library School, 1914.* (Library School Bulletin 37). 29p. 1915.

*New York State Library School: Summer session, 1915.* 4p. 1915.

*New York State Library School: Circular of Information, 1915-16.* 34p. 1915.

*Selected National Bibliographies.* (Library School Bulletin 38). 58p. 1915.

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*New York State Library  
Albany, September 27, 1916*

*Hon. John H. Finley  
President of the University*

DEAR SIR: I respectfully submit herewith and recommend for publication as Library School Bulletin 40, the Thirtieth Annual Report of the New York State Library School, for the school year ending July 30, 1916.

Very truly yours  
J. I. WYER, JR  
*Director*

THE UNIVERSITY OF THE STATE OF NEW YORK  
*Approved for publication this 3d day  
of October, 1916*

  
*President of the University*





# University of the State of New York Bulletin

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ALBANY, N. Y.

APRIL 1, 1917

NEW YORK STATE LIBRARY

Library School Bulletin 40

## THIRTIETH ANNUAL REPORT OF THE NEW YORK STATE LIBRARY SCHOOL

FROM OCTOBER 1, 1915 TO JULY 30, 1916

With the change in the close of the official fiscal year from September 30th to June 30th, changes in the statistical features of this report have become necessary. Inasmuch as the close of the fiscal year (June 30th) does not in any way correspond with the close of the different summer classes conducted by the school, July 30th has been arbitrarily selected as the end of the period covered by this report. At this date all the instructional work of the school is finished for the year. In any deductions drawn from statistics given herein it will be necessary to remember that ten months only are included.

As noted below, the regular school had the largest enrolment in its history. Specific appropriations for the school were the same as for 1914-15, but a sum of \$500 hitherto available from a general University fund for visiting lecturers was not available in the present year. These funds, however, have been again provided for the year 1916-17. The receipts from tuition fees, turned into the state treasury for the school year 1915-16, were more than \$4200. The increase in work done which is indicated by this increased revenue taxed the faculty to the utmost. Further increase, whether of revenue or work, is practically out of the question, without some increase in the amount of instructional help available.

Important specific points in connection with the work of the school year are noted in detail below.

### FACULTY, 1915-16

Two new members were added to the regular faculty during the year: William R. Watson and Elizabeth M. Smith. Both of these had formerly been in charge of regular courses in the school.

Jennie D. Fellows discontinued instruction in cataloging in the summer session. This work for the session was given by Sabra W. Vought, a graduate of the school and with successful library experience in several lines. The faculty for the year was as follows:

James Ingersoll Wyer, Jr, M.L.S. *Director*. Instructor in government documents, advanced reference work; lecturer on American libraries and library administration, 1906-

Frank Keller Walter M.A. M.L.S. *Vice Director*. Instructor in elementary reference work, bookbinding, printing, expansive classification, national bibliography, in charge of library seminar, 1908-

Florence Woodworth B.L.S. *Director's assistant*. In charge of Library School collections and practice work, 1889-

Walter Stanley Biscoe M.A. Instructor in subject bibliography, advanced classification, history of books and foreign libraries, 1887-

Ada Alice Jones (Wellesley). *Secretary of the faculty*, 1891-

Edna M. Sanderson B.A. B.L.S. *Registrar*, 1905-

Katherine Dame B.A. Graduate of Pratt Institute Library School. Instructor in advanced cataloging, 1910-

Jean Hawkins B.M. B.L.S. Instructor in classification, subject headings, elementary cataloging, loan work, 1910-

Jennie Dorcas Fellows. Graduate, New York State Library School. Instructor in accession and shelf work, advanced cataloging, 1911-

Mary Eastwood B.A. Instructor in selection of books, 1912-

William Richard Watson B.S. Instructor in advanced library buildings, library extension, advanced administration, 1916-

Elizabeth Manley Smith B.A. Instructor in order work, 1916-

#### LECTURERS IN CHARGE OF COURSES

William Reed Eastman M.A. M.L.S. Elementary library buildings  
Mary Ellis. Graduate, New York State Library School. Indexer,  
New York State Library. Indexing

Charles Frederick Porter B.A. B.L.S. Assistant, Educational Extension Division. Selection of books (junior course)

Clara Whitehill Hunt. Graduate, New York State Library School. Superintendent, children's department, Brooklyn Public Library. Library work with children

Vought, Sabra Wilbur B.A. B.L.S. Instructor, University of Illinois Library School. (1916-17). *Summer session. Cataloging*

### LECTURERS

In the absence of any special fund for lecturers, other than mere traveling expenses, the school is under peculiar obligations to the friends who gave so generously of their time and services. Thanks to their generosity, neither the quantity nor quality of lectures given was diminished.

In addition to the regular faculty members, thirty-eight persons (including five listed above as in charge of courses) gave one hundred seven lectures before the school. These include the brief regular courses listed above, lectures supplementing regular courses either directly or indirectly and courses and lectures given at the summer session.

The list of lecturers, with their subjects, follows:

- Abrams, A. W. *Chief, Visual Instruction Division: Visual instruction*
- Anderson, E. H. *Director, New York Public Library: Library administration, with special emphasis on the human side; The New York Public Library*
- Askew, Sarah B. *Organizer, New Jersey Public Library Commission: Work of a library commission (2)*
- Avery, Myrtilla. *Curator, Art library and collections, Wellesley College: Acquisition and care of art material*
- Casamajor, Mary. *Librarian, Prospect branch, Brooklyn Public Library: Administration of a branch library*
- Chamberlain, Mary C. *Librarian for the blind, New York State Library: Work for the blind*
- Champlin, G. G. *Sublibrarian (reference), New York State Library: Patents*
- Congdon, R. T. *Specialist in English, Examinations and Inspections Division: Library work with schools*
- Crissey, Jane H. *Assistant, Troy (N. Y.) Public Library: Book repairing*
- Eastman, W. R. *Library buildings (2)*
- Ellis, Mary. *Indexer, New York State Library: Indexing (7)*
- Farnum, R. B. *Specialist in art education, Division of Agricultural and Industrial Education: Artistic bulletin work; Books on the fine arts*

- Fitzpatrick, J. T. *Law librarian, New York State Library*: Legislative reference work (2)
- Goodrich, N. L. *Librarian, Dartmouth College Library*: College library buildings; Literature of mountaineering
- Hall, Mary E. *Librarian, Brooklyn Girls High School*: High school libraries
- Hannan, W. E. *Legislative reference librarian, New York State Library*: Legislative reference work
- Hatch, L. W. *Chief statistician, New York State Labor Department*: Labor literature
- Hawkins, L. S. *Specialist in agriculture, Division of Agricultural and Industrial Education*: Literature of agriculture
- Hill, F. P. *Librarian, Brooklyn Public Library*: General library architecture; Branch library buildings
- Howe, Dr W. A. *New York State medical inspector of schools*: Health of the pupil<sup>a</sup>
- Hunt, Clara W. *Superintendent, children's department, Brooklyn Public Library*: Library work with children (4)
- Kildal, Arne. *Librarian, Bergens Offentlige Bibliotek, Bergen, Norway*: Public libraries of Norway
- Mathiews, F. R. *Chief scout librarian, Boy Scouts of America*: Books for boys<sup>b</sup>
- Mudge, Isadore G. *Reference librarian, Columbia University Library*: Administration of a large reference department
- Nelson, Peter. *Archivist, New York State Library*: New York State Library manuscripts; Care of manuscripts
- Peck, Harriet R. *Librarian, Rensselaer Polytechnic Institute, Troy, N. Y.*: The library of a technical school
- Porter, C. F. *Assistant, Traveling libraries and study clubs section*: Selection of books (29); Traveling libraries (1); Study club programs (2)
- Ray, Frances K. *Medical librarian, New York State Library*: Important medical libraries of the United States
- Root, A. S. *Librarian, Oberlin College*: Administration of a college library
- Skinner, A. W. *Specialist in history, Examinations and Inspections Division*: Historical material for school libraries
- Stevens, E. F. *Librarian, Pratt Institute Free Library, Brooklyn*: Making the library of practical use

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<sup>a</sup> To the library institute for high school librarians only.

<sup>b</sup> To both regular and summer schools.

- Tolman, F. L. *Reference librarian, New York State Library*: Direct help from the State Library<sup>a</sup>
- Vought, Sabra W. *Temporary assistant, Educational Extension Division and Instructor in New York State Summer Library School*: Some experiences of a library organizer (1); Cataloging (18)<sup>c</sup>
- Wales, Elizabeth B. *Secretary, Missouri Library Commission*: Work of the Missouri library commission
- Webster, Caroline. *Library organizer, Educational Extension Division*: Organization of small libraries
- Whitlock, Herbert. *New York State mineralogist*: Lettering and the use of lettered signs
- Williams, Sherman. *Chief, School Libraries Division*: Library work with schools; High school libraries (3)<sup>a</sup>
- Wire, G. E. *Librarian, Worcester County Law Library, Worcester, Mass.*: Library housekeeping<sup>b</sup>

#### ATTENDANCE

Fifty-six students eligible for regular standing were enrolled. The senior class numbered 18 (including 2 from the class of 1915 who returned to complete the second year of their school work). There were 38 juniors. Twenty-three of the students were legal residents of New York State, the remaining 33 coming from 16 different states and from Norway. There were no special students with less than a full college course.

In addition, 2 staff members of other divisions of The University of the State of New York were enrolled for a part of the work; 21 attended the first course of the summer session and 24 the second course. Twenty-one (including 2 from the summer session) attended the institute for high school librarians. In all, 105 different persons received instruction from the school.

Graduates of 35 colleges were enrolled in the regular school, 24 being represented by one student each, 6 by 2 each, 3 (Syracuse, University of Rochester and Vassar) by 3 each, Mount Holyoke by 4 and University of Michigan by 5. The total enrolment was larger than ever before.

The large number of applications permitted the selection of a student body above the average in preparation and experience.

<sup>a</sup> To the library institute for high school librarians only.

<sup>b</sup> To both regular and summer schools.

<sup>c</sup> To the summer school only.

Four had done graduate work and 4 had received masters' degrees. Forty had library experience before entering the school, 4 held summer positions during their course and 5 completed their school work in addition to staff service in the New York State Library. Three were admitted to the senior class on advanced standing, 1 as a graduate of Drexel Institute Library School with four years' subsequent library experience, and the other 2 on account of five to six years' library experience.

The names of the students, their educational preparation and their library experience to the end of the school year (June 23d) are given below. Positions held since leaving the school are listed on pages 25-27.

#### Seniors: class of 1916

- Bailey, Beulah. Troy, N. Y. B.A. Cornell University, 1912; indexer, Shaw, Bailey & Murphy law offices, Troy, July-September 1914
- Brown, Ruth Lydia. Albany, N. Y. B.A. Smith College, 1914; apprentice, Kellogg-Hubbard Library, Montpelier, summers 1913, 1914; assistant, New York State Library School, May 1-July 15, 1916
- Driscoll, Marie Monica. Reading, Pa. B.L. Trinity College, Washington, D. C. 1912; assistant, Reading Public Library, January-August 1914
- Edwards, Edith. New York, N. Y. Wells College, 1897-99; B.A. University of Chicago, 1901; John B. Stetson University, 1907-12; probationer and substitute, New York Public Library, March-September 1914; summer assistant, St Gabriel's Park branch July-September 1915
- Emerson, Ralf Pomeroy. Albany, N. Y. B.A. Williams College, 1907; summer assistant, reference catalog division, New York Public Library, July-September 1915
- Furbeck, Mary Elizabeth. Altamont, N. Y. B.A. Mount Holyoke College, 1913; student assistant, Mount Holyoke College Library, 1910-13; cataloger Forbes Library, Northampton, Mass., July 1914-September 1915; assistant, legislative reference section, New York State Library, November 15, 1915-June 24, 1916
- Hall, Anna Gertrude. Endicott, N. Y. B.A. Leland Stanford Junior University, 1906; student assistant, Stanford University Library, assistant, catalog and accession departments, Stanford University Library and Lane Medical Library, San Francisco, 1906-14; organizer, Salinas (Cal.) Public Library; librarian, Endicott (N. Y.) Public Library, April 1915-date.
- Haynes, Marguerite Biddle. Emporia, Kan. B.A. College of Emporia, 1913; Kansas State Normal College, course in library science, 1913-14; organizer, Nortonville (Kan.) city and high school library, July-August 1914
- Hull, Edna Morris. Warren, Ohio. Oberlin College, 1903-4; B.A. Mount Holyoke College, 1907; student assistant, Mount Holyoke College Library, 1904-7; Columbia University, summer session, 1910; apprentice course, Conneaut (Ohio) Carnegie Library, July-August 1914

- Kemmerer, Leila. Davenport, Iowa. Ph.B. University of Iowa, 1903; Iowa Library summer school, 1909; in charge of extension work, public library, Davenport, August 1909-date
- Laws, Helen Moore. Albany, N. Y. B.A. Mount Holyoke College, 1910; student assistant, Mount Holyoke College Library, 1907-10; assistant, 1910-14; temporary assistant, New York State Library, August-October 1915; assistant in reference section, April-July 1916
- Meisel, Max. Brooklyn, N. Y. B.S. College of the City of New York, 1914; summer session, Cornell University, 1912
- Oberholtzer, Katherine Acker. Troy, N. Y. B.A. Vassar College, 1914
- Price, Marian. Whitford, Pa. B.A. Vassar College, 1910; Drexel Institute Library School, 1910-11; assistant, University of Pennsylvania Library, summer, 1911; assistant, Bryn Mawr College Library, 1911-15
- Quigley, Margery Closey. St Louis, Mo. B.A. Vassar College, 1908; New York State Library School summer session, 1910; assistant, St Louis Public Library, March 1909-10; librarian, Divoll branch, January 1911-date; instructor, apprentice class, 1913-date; reorganizer, Bonne Terre (Mo.) Memorial Library, September 1912; instructor, University of Missouri summer library school, 1914-15
- Shields, Ethel Agnes. Rochester, N. Y. B.A. University of Rochester, 1914; student assistant, University of Rochester Library, summers, 1911-13; temporary assistant, Rochester Theological Seminary Library, summers, 1913-15; assistant, Rochester Public Library, March-September 1914
- Webb, William. Albany, N. Y. B.A. Haverford College, 1913; M.A. 1914; student assistant, Haverford College Library, 1911-14; assistant, legislative reference section, New York State Library, July 1915-date
- Winslow, Mary Amy. Albany, N. Y. B.A. Earlham College, 1910; University of Wisconsin, summer session, 1911; assistant, New York State Library School, August 1915-April 1916; assistant, Educational Extension Division, May-July 1916

#### Juniors: class of 1917

The students to whom certificates were issued on the completion of the entire school work of the year are indicated by an asterisk.

- \*Adams, Ellen Frances. Hanover, N. H. B.A. Mount Holyoke College, 1915
- \*Allen, Maude Eliza. Ypsilanti, Mich. B.A. University of Michigan, 1903; University of Marburg, Germany, summer session, 1906; assistant, Central State Normal School Library, Mount Pleasant, Mich., April-June 1915
- \*Betz, Esther. Ann Arbor, Mich. B.A. University of Michigan, 1915; University of Michigan Library summer school, 1913; student assistant, University of Michigan Library, 1913-15
- Blessing, Arthur Reed. Slingerlands, N. Y. B.A. Cornell University, 1915; student assistant, Cornell University Library, 1914-15, in charge of evening work, July-August 1915
- \*Brewer, Clara Adelia. Tampico, Ill. Northwestern University, School of Oratory, 1898-1900; B.A. University of Colorado, 1915



- \*Browning, Earl Whitney. Worcester, Mass. Ph.B. Brown University, 1905; desk assistant, Providence Athenaeum, evenings 1902-3; desk attendant, evenings, 1904-5; assistant, catalog room, Brown University Library, 1903; second assistant librarian, 1905-6; cataloger and reorganizer, John Hale Library, Warren, R. I., January-September 1904
- Cannon, Carl Leslie. San Diego, Cal. B.A. University of Kansas, 1912
- Cudebec, Bertha Marie. Rochester, N. Y. B.A. University of Rochester, 1914; student assistant, University of Rochester Library, 1910-12; substitute, Rochester Public Library, 1912-13; assistant, 1914-15
- Davis, Earl Harrison. Lincoln, Neb. B.A. University of Nebraska, 1912; legislative reference training, Wisconsin Library School, and Wisconsin Legislative Reference Library, 1913-14; University of Wisconsin, 1913-14; temporary assistant, Nebraska Legislative Reference Bureau, 1913, 1914; in charge, legislative reference department, Missouri Library Commission, Jefferson City, December 1914-April 1915
- \*Dick, Christian R. Crete, Neb. B.A. Doane College, 1907; librarian, Doane College and Crete Public libraries, 1912-15
- \*Dick, Grace Isabella. Crete, Neb. B.A. Doane College, 1913; librarian, Gates Academy, Neligh, Neb., 1913-14; assistant, Crete Public Library, various periods, 1908-14
- \*Domaas, Odine (special). Trondhjem, Norway. "Eksamen artium," Trondhjems Kathedralskole, 1913; Deichmanske Bibliotek, Kristiania, summer library course, 1914; assistant, Norges tekniske høiskole, 1913-15; branch assistant, Trondhjems Folkebibliotek, December 1913-August 1915
- Dunn, Roscoe L. Auburn, Me. B.A. Bates College, 1915
- Edwards, Mrs Sarah Scott (special). Mooresville, Ind. B.A. Indiana University, 1915; librarian, Mooresville Public Library, April-September 1913; assistant, bureau of legislative reference, Indianapolis, July-September 1914
- \*Forward, Mildred Ray. Binghamton, N. Y. B.A. Syracuse University, 1914; assistant Binghamton Public Library, August-September 1915
- \*France, Edna Hall. Albany, N. Y. B.A. Syracuse University, 1915
- \*Harris, Helen Margaret. Sedalia, Mo. Hollins College, Hollins, Va., 1908-11; B.A. University of Missouri, 1914; apprentice, Sedalia Public Library, 1911
- \*Harris, Rachel Agnes. Manlius, N. Y. Ph.B. Kalamazoo College, 1906; Ph.M. University of Chicago, 1907; apprentice, Trenton (N. J.) Free Public Library, 1906-7; assistant, University of Chicago libraries, April 1910-date
- Hodgson, James L. Iowa City, Iowa. B.A. University of Iowa, 1915; Iowa summer library school, 1913; assistant, University of Iowa Library, 1912-15
- Kerr, Julia Ann Carrick. Jenkintown, Pa. Western College for Women, Oxford, Ohio, 1907-8; Wilson College, Chambersburg, Pa., 1909-11; B.A. College of Emporia, 1912
- \*Knapp, Alice Louise. Geneva, N. Y. B.A. Syracuse University, 1913
- \*Little, Elizabeth Wert. Albany, N. Y. B.A. Wells College, 1914
- \*Lounsbury, Edith. Omaha, Neb. University of Colorado, 1910-11; Bellevue College, Bellevue, Neb., 1911-12; University of Iowa, 1912-13; B.A. University of Michigan, 1914-15

- Love, Cornelia Spencer (special). Cambridge, Mass. Radcliffe College, 1910-14; assistant Episcopal Theological School Library, Cambridge, 1913-14, acting assistant librarian, 1914-15; cataloger, Massachusetts Institute of Technology Library, July-September 1915
- MacKay, Mary Nell. Lansing, Mich. Ph.B. University of Michigan, 1899; in charge of special library department, Michigan State Library, 1905-date
- \*McMullen, Glenn Elizabeth. Stratford, Texas. Iowa State College, 1905-7; B.L. Iowa Wesleyan College, 1908; Iowa State Teachers College, 1909; apprentice, Hutchinson, Kan., Public Library, January-August 1915
- Miller, Wharton. West New Brighton, N. Y. B.S. Columbia University, 1915; assistant, Columbia University Library, 1910-13, supervisor, binding department, 1913-14; reference assistant, Newark (N. J.) Free Public Library, 1914-15
- \*Mills, Alice Ethel. Sodus, N. Y. B.A. University of Rochester, 1914; student assistant, University of Rochester Library, 1911-14
- Mulheron, Anne Morton (special). Ypsilanti, Mich. B.A. University of Michigan, 1906; special student, Western Reserve University Library School, 1906-8; assistant, Cleveland Public Library, 1906-11; in charge, open shelf room, Detroit Public Library, May 1912-August 1913
- \*Norton, Ruth. Attica, N. Y. B.A. Wellesley College, 1915; student assistant, Wellesley College Library, 1912-15; Chautauqua Summer Library School, partial course, 1914
- \*Ogle, Rachel. Columbia, Mo. Illinois Woman's College, Jacksonville, 1906-7; B.A. Ohio Wesleyan University, 1910; assistant, University of Missouri Library, 1913-15
- \*O'Sullivan, Mary Isabelle. Philadelphia, Pa. B.A. Bryn Mawr College, 1907; assistant, Drexel Institute Library, October 1908-March 1909, October 1909-January 1910; indexer and translator, Stephen Girard papers, March 1909-March 1915; assistant, University of Pennsylvania Library, April-August 1915
- \*Outhouse, Emma Gerdes. Loup City, Neb. B.A. University of Nebraska, 1911
- \*Pope, Mildred Herbert. Seattle, Wash. University of Southern California, 1905-6; B.L. Ohio Wesleyan University, 1908; Simmons College, Department of Library Science, September-November, 1911
- \*Russell, Harold Garfield. Massena, N. Y. B.A. Hobart College, 1913; summer assistant, Hobart College Library, 1912
- \*Smith, Barbara Harriet. Middlebury, Vt. B.A. Middlebury College, 1913; assistant, Middlebury College Library, July-August 1915
- Tawney, Mary Adele (special). St Paul, Minn. B.A. Albert Lea College, 1894; M.A. University of Minnesota, 1904; member library committee in charge of cataloging, Huron College, 1898-1902; assistant, St Paul Public Library, 1910-date
- \*Vater, A. Eugenie. La Fayette, Ind. B.S. Purdue University, 1891; M.S., 1895; assistant, catalog department, Purdue University Library, 1913-15

**Staff instruction and special students.** During the past year two staff members not eligible for admission to regular standing took work in the school directly bearing on their staff service: one

from the Educational Extension Division and one from the Visual Instruction Division. In all, five courses were attended by these special students: accession work, elementary cataloging, elementary classification, shelf work and subject headings. This is the smallest number of such students for several years.

**Degrees and commencement.** The commencement exercises were held June 23, 1916. The commencement address was given by Dr A. E. Bostwick and the degree of bachelor of library science was granted by President John H. Finley to Beulah Bailey, Anna G. Hall, Ruth D. McCollough, of the class of 1915 and to 11 graduates of the class of 1916: Ruth L. Brown, Ralf P. Emerson, Mary E. Furbeck, Marguerite B. Haynes, Edna M. Hull, Leila Kemmerer, Max Meisel, Katherine A. Oberholtzer, Marian Price, Ethel A. Shields and William Webb.

The total number of degrees granted by the school up to July 1, 1916 is: bachelor of library science 216; master of library science 5.

#### NOTES ON THE CURRICULUM

In general, there is little to add to the full discussion of the curriculum included in pages 15-28 of the 1915 report. Many of the criticisms of the work of the school made by former students and some questions asked by them about the present work of the school show that in common with alumni of other institutions, many of them never read the reports sent to them annually. At the same time, a considerable number of them do follow closely the changes reported from year to year and many excellent suggestions have been received as a result.

Misunderstandings sometimes arise because subjects treated in distinct courses in other schools are here treated in connection with several courses. The same is true of many phases of library work not formally indicated as being subjects of courses. For instance, an inquiry as to the amount of time devoted to a consideration of library publicity revealed the fact that two periods in the course in loan work, two seminar periods, a lecture by a department specialist in art, and at least four periods in the course in printing were almost entirely devoted to this subject although "library advertising" receives no specific mention in the Circular of Information. The school is always more than willing to answer any specific questions about its work.

Some of the more important changes in the different courses are noted below.

**Administration.** As is usually the case, no sharp line was drawn between the two courses. Both classes attended many of the lectures on administrative topics given by visiting lecturers.

The specific subjects of these lectures is given on pages 9-11. A broad classification follows:

*General*

Mr William R. Watson (7)

Mr J. I. Wyer, jr (3)

Dr G. E. Wire (1)

*College and university libraries*

Mr James I. Wyer, jr (3)

Prof. Azariah S. Root (1)

Miss Isadore G. Mudge (1)

*Public libraries*

Dr Edwin H. Anderson (2)

Miss Mary Casamajor (1)

Mr Edward F. Stevens (1)

**Library buildings.** The absence of funds for visiting lecturers made radical temporary changes in the course necessary. Mr Eastman generously gave two lectures *gratis*; a lecture on college library buildings was given by Mr N. L. Goodrich, librarian of Dartmouth College, and two on the library buildings of a large library system were given by Dr Frank P. Hill of the Brooklyn Public Library. The amount of required reading was considerably increased.

**Library extension.** As in 1914-15, students in this course spent considerable time in field work under the supervision of Miss Webster, library organizer. The public libraries at Philmont and Mellenville were organized as a regular part of the course. Ten students taking the course organized nine other libraries during the month of March. Twenty-six libraries have been organized by students in these two general ways.

**Library work with children.** This course, like that in library buildings, was seriously hampered for lack of funds. Miss Clara W. Hunt generously gave a brief course of four lectures and Mr Franklin K. Mathiews, chief scout librarian of the Boy Scouts of America, gave an additional one on boy's reading.

**Original bibliography.** The following original bibliographies were submitted during the year in partial fulfilment of graduation requirements:

Bailey, Beulah. A contribution to a bibliography of publications on New York colonial history (1809-1915)

Brown, Ruth L. The industries and resources of Vermont

Davis, Earl H. A digest of the laws of the various states regulating trusts and monopolies in force January 1, 1914

Accepted as advanced credit from the University of Wisconsin.

Driscoll, Marie M. Books and references on Reading, Pa.

Emerson, Ralf P. A contribution to the bibliography of American drama, 1850-1880; being an author and title list of plays published and printed

Furbeck, Mary E. Guide to the bulletins of The University of the State of New York

Prepared by request

Haynes, Marguerite B. An annotated list of portraits and paintings in the public buildings and institutions of the Capitol district: Albany, Schenectady and Troy

Hull, Edna M. Recent views on the duties of citizenship

Kemmerer, Leila. Union list of periodicals in the Capitol district (Albany, Troy and Schenectady) exclusive of the New York State Library

McCollough, Ruth D. Some books of interest to negroes

Meisel, Max. A bibliography of the pioneer century of American natural history and its institutions, 1769-1865

Oberholtzer, Katherine A. Bibliography of domestic economy, supplementing a similar bibliography by R. K. Shaw, 1901

Price, Marian. Contributions to a bibliography of genetic psychology

Shields, Ethel A. Civil war in fiction

Webb, William. Albany congress of 1754

Miss Anna G. Hall, 1915, submitted a community study: Endicott, N. Y., and its library.

**Practice work.** A summary of the outside practice in March 1916 follows:

Nine libraries in the State were reorganized by members of the senior class and three juniors who had had some previous experience: Addison Public Library; Crandall Free Library, Glens Falls; Corning Free Library; Hampton Library, Bridgehampton; David A. Howe Public Library, Wellsville; Hudson Falls Free Library

Association; Lancaster Public Library; Mineville High School Library; Oneonta Public Library. The work was again under the direct charge of the Educational Extension Division. Miss Edna M. Sanderson, registrar of the school, supervised the work in several of these libraries.

Student practice was also given by the following libraries:

*Public libraries.* Brookline (Mass.) Public Library; Brooklyn Public Library; Cleveland Public Library; Detroit Public Library; District of Columbia Public Library; Forbes Library, Northampton, Mass.; Hartford (Conn.) Public Library; New York Public Library; Newark (N. J.) Free Public Library; Pittsburgh, Carnegie Library; Rochester (N. Y.) Public Library; St Louis Public Library; Sedalia (Mo.) Public Library; Somerville (Mass.) Public Library; Springfield (Mass.) City Library Association; Utica Public Library; Worcester (Mass.) Public Library.

*College and university libraries.* Bryn Mawr College; Clark University; Columbia University; Smith College.

*Other libraries.* Brooklyn Girls High School Library; Brooklyn Institute of Arts and Sciences Library; Connecticut State Library.

**Library visit.** The following summary of the annual library visit appeared in the June *Library Journal*:

In some ways, it was unfortunate that this year's library trip covered the same general route taken by three other library schools at nearly the same time. In other ways, the visit, which lasted from April 3d to 11th inclusive, was merely another demonstration of the hospitable treatment which we have through long experience come to expect from New England libraries. Springfield, Worcester, Boston, Harvard University, Medford, Salem, Somerville and Providence were visited. The new Widener Library and the new building of the Boston Athenaeum were among the libraries first visited by the school this year.

Despite the large size of the party, fifty-three, the schedule was carried out with but one noticeable complication and that one not the fault of the students. In addition to the uniformly courteous treatment received everywhere, especially pleasant features of the trip were the informal reception given by Mr and Mrs Shaw and the staff of the Worcester Public Library, a luncheon given by Doctor Wilson of Clark University at which the school had the pleasure of meeting President G. Stanley Hall, and teas given at the Somerville Public Library, the Essex Institute, Simmons College, Medford Public Library, and John Carter Brown Library. Mr Gardner M. Jones again kindly took the entire party in a special car to his branch library and guided them to the Essex and Peabody Institutes, and Dr H. L. Koopman placed the party under similar

obligations at Providence. The informal tea given in the pleasant rooms of the John Carter Brown Library made a delightful end to the trip.

The reports of the different committees were unusually good and showed, in most cases, a genuine, intelligent interest in the different subjects investigated.

### SUMMER SESSION

A summary of the courses with the number of lectures in each subject follows:

<i>First course</i>		Lectures
Bibliography	Mr Biscoe and Mr Walter	12
Government documents	Mr Wyer	8
Reference	Mr Walter	11
		—
		31
<i>Second course</i>		
Cataloging	Miss Vought	18
Classification	Miss Hawkins	8
Subject headings	Miss Hawkins	8
		—
		34

The courses were attended by 28 students, 17 of them coming from New York, 2 from Canada and 1 each from Arkansas, Illinois, Kentucky, Massachusetts, Michigan, Missouri, New Jersey, Vermont and Tennessee.

Four students took only the first course; 7 only the second course and 17 remained for both courses. Two remained for the institute for high school librarians, July 11-21. Three hundred ninety different students have attended the 17 different summer sessions, 14 of them having attended more than one session. A list of those in attendance follows:

#### *Both courses*

Brewer, Glenora A. Librarian, Voorheesville (N. Y.) Free Library  
 Burke, Mary E. Junior assistant, Worcester (Mass.) Free Public Library  
 Donnelly, Helen C. Assistant, Nelson branch, Queens Borough Public Library, Long Island City  
 Hagadorn, Elizabeth G. Assistant librarian, Albany (N. Y.) Free Library  
 Haigh, Elsie L. Assistant, Utica (N. Y.) Public Library

- Hefron, Josephine M. Substitute assistant, Seward Park branch, New York Public Library
- Macdonald, Katharine A. Substitute assistant, Troy (N. Y.) Public Library
- Merrill, Esther D. Assistant, Bennington (Vt.) Free Library
- Merry, Julia G. Junior assistant, Schermerhorn branch, Brooklyn Public Library
- Morris, Jessie L. Librarian, East End branch, Cossitt Library, Memphis, Tenn.
- Pollitt, Jean A. Assistant, Riverside branch, Paterson (N. J.) Free Public Library
- Ridington, John. Acting librarian, University of British Columbia Library, Vancouver
- Ringwood, Ona K. D. Assistant, Iliion (N. Y.) Free Public Library
- Ryan, Mary R. Librarian (elect), Central School Library, Troy, N. Y.
- Shaw, Annie L. B.A. McGill University, 1898; Librarian, Institute branch, Department of Agriculture, Ottawa, Canada
- Shiner, Elizabeth P. Assistant, Gloversville (N. Y.) Free Library
- Weeks, Sophrona A. Assistant librarian, Chatham (N. Y.) Public Library

*First course only*

- Haller, Chrissie H. B.A. University of Michigan, 1903; First assistant, Lothrop branch, Detroit Public Library
- Kent, Sadie T. Librarian, Missouri State Normal School, Cape Girardeau
- Schaffer, Olga S. B.A. Vassar College, 1914; Assistant, Genesee branch, Rochester (N. Y.) Public Library
- Siggelkow, Alice M. Summer session, New York State Library School, 1914; Librarian, Mount Kisco (N. Y.) Public Library

*Second course only*

- Beckley, Clara M. Assistant to librarian, Brooklyn Manual Training High School
- Ferguson, Mary Louise. B.A. Wellesley College, 1913; Reference librarian, Little Rock (Ark.) Public Library
- Kahn, Mary C. B.A. University of Louisville, 1916; Librarian, College of Arts and Sciences, University of Louisville
- Kemp, Frances E. B.A. Lake Forest College, 1912; Librarian in charge, Lake Forest (Ill.) Public Library
- Nye, Frank Harrison. B.A. Wesleyan University, 1915; Librarian (elect), Chazy (N. Y.) Central Rural School
- Summers, Mrs Mary A. Librarian, Moore Memorial Library, Greene, N. Y.
- Sutliff, Mollie. Summer session, New York State Library School, 1914; Librarian, Cherry Valley (N. Y.) Library

## LIBRARY INSTITUTE FOR HIGH SCHOOL LIBRARIANS

For the second time, the School Libraries Division and the State Library School cooperated in a library institute for high school librarians. The elements of organization of a high school library were discussed and several lectures of a more general character



given by specialists of the department. The work was planned to be supplementary to that given in reference last year. Despite the extreme difficulty of treating such subjects as cataloging, classification, and the like in a short series of talks, some positive results were obtained. The limitation of discussions to definite school problems made it possible to eliminate the treatment of many things chiefly of importance to popular circulating libraries. The members of the class not only learned how to apply better the simple methods which will prove adequate for the major part of their collections, but were specifically warned against attempting work which can be properly done only under advice of an expert organizer. A very condensed summary of the decimal classification and a very brief list of typical subject headings were prepared for the use of the class.

Twenty-one were in attendance, twenty of them remaining throughout the entire course. In view of the fact that the meeting of the National Education Association, which met this year in New York City, had taken both the time and money of many of the teachers of the State, the attendance was encouragingly large. A considerable amount of practice was given with books suited to high school libraries. Though this was voluntary, every member of the class devoted considerable time to it and 11 completed the entire amount assigned. Miss Jean Hawkins, of the Library School faculty, gave valuable aid in revising the work of the students.

The two years this experiment has been tried have demonstrated that considerable help can be given in a short time to intelligent teachers. If the attendance is limited to those actually in need of just such help, these institutes can be of great service; if they are made an excuse for insufficient preparation or a means by which school officials can evade the proper management of a school library, they will become a menace and should be discontinued. At present, they seem to be another way in which the Library School can legitimately be of service to school and library alike.

The program follows:

- July 11.* Introductory address, Dr Sherman Williams, Chief, School Libraries Division, The University of the State of New York; Health of the pupil, Dr William A. Howe, State Medical Inspector of Schools
- July 12.* Essential records of a school library, F. K. Walter, Vice Director, New York State Library School; The purpose of classification, Mr Walter

- July 13.* Cataloging: author entries, Mr Walter; Classification: general works and social sciences, Mr Walter; Three great books, J. I. Wyer, jr, Director, New York State Library and Library School
- July 14.* Cataloging: title and collation, Mr Walter; Classification: pure and applied science, Mr Walter; Aids to book selection, Mary Eastwood, head, book selection section, New York State Library; Library extension service, William R. Watson, Chief, Educational Extension Division, The University of the State of New York
- July 15.* Cataloging: subject cards; subject references, Mr Walter; Classification: fine arts and literature, Mr Walter
- July 17.* Cataloging: title cards; anonymous works, Mr Walter; Cataloging: subject headings, Mr Walter; Direct help from the State Library, Frank L. Tolman, reference librarian, New York State Library
- July 18.* Cataloging: corporate entries, Mr Walter; Subject headings, Mr Walter; Classification, Mr Walter
- July 19.* Cataloging: analytics; References, Mr Walter; Subject headings, Mr Walter
- July 20.* Cataloging: editor, translator; series, Mr Walter; Subject headings, Mr Walter; Some suggestions, Dr Williams
- July 21.* The accession book, Mr Walter; Loan records, Mr Walter; Closing remarks, Dr Williams

Those in attendance for the entire institute were as follows (the \* indicates completion of the assigned practice work):

- \*Beckley, Clara M..... Manual Training High School, Brooklyn
  - Chase, Mrs Helen W..... Albany
  - Clohesy, Helen C..... Public School 132, New York
  - Crane, Kate de F..... High School, Hastings
  - \*Davern, Frances C..... High School, Baldwin
  - \*Fairgrieve, Marjorie I..... High School, Lawrence
  - \*Godley, Mary F..... High School, Great Neck
  - \*Hathaway, C. Eveleen..... Formerly at Glens Falls Academy
  - Helme, Mabel..... High School, Mount Vernon
  - Hill, George U..... High School, Harrison
  - \*Hoffman, Edward J..... High School, Sharon Springs
  - Howe, Edna L..... High School, Trumansburg
  - \*Larkins, Elsey W..... High School, Le Roy
  - \*Maxwell, Olive H..... High School, Liberty
  - \*Miller, Inez A..... Public School 18, Yonkers
  - O'Keefe, David H..... High School of Commerce, New York
  - \*Pierce, Katherine E..... High School, Waterville
  - Ryan, Mary R..... Central Technical High School, Troy
  - Ward, Helen H..... Public School 18, Yonkers
  - \*Wicks, A. Maud..... Northside High School, Corning
- Miss Julia F. McGahan, of the Troy High School also attended part of the general sessions.

## THE ALUMNI

From October 1, 1915 to July 30, 1916 (the close of the period covered by this report), 89 positions (including important promotions) to which former students have been appointed have been brought to the notice of the school. Of these, 60 were permanent positions and 29 temporary. Of the 60 permanent places, the salaries of 47 (30 from the last 4 classes) are known to the school and they average \$1255. The total number recorded to July 30, 1916 is 2418. Of these, 892 have been in New York State.

In general, salaries seem to be increasing slightly. Some interesting figures gathered by the Director in March 1916 follow:

Complete figures of salaries now received by the working members of three classes graduating five years apart are available and are as follows:

## 1905

Average salary of 18 members .....	\$1510
(Ranging from \$800-\$2700)	
Average salary of 5 men .....	2160
" 13 women .....	1260

## 1910

Average salary of 17 members .....	1453
(Ranging from \$720-\$2400)	
Average salary of 6 men .....	1867
" 11 women .....	1225

## 1915

Average salary of 24 members .....	951
(Ranging from \$600-\$1500)	
Average salary of 3 men .....	1300
" 21 women .....	878

## Positions filled October 1, 1915-July 30, 1916

CLASS AND NAME	POSITION	INSTITUTION AND PLACE (UNLESS IMPLIED)
<b>1888</b> Cole, George W.....	Librarian.....	Mr Henry E. Huntington's private library, New York, N. Y.
<b>1892</b> Foote, Elizabeth.....	Librarian, Aguilar branch....	New York Public Library
<b>1894</b> Denio, Herbert W.....	Assistant cataloger.....	Mr Henry E. Huntington's private library, New York, N. Y.
<b>1900</b> Ashley, Frederick W.....	Superintendent, reading room..	Library of Congress
<b>1903</b> McCurdy, Robert M.....	Assistant cataloger.....	Mr Henry E. Huntington's private library, New York, N. Y.
<b>1904</b> Hedrick, Ellen.....	In charge of recataloging.....	University of California Library, Berkeley
Riggs, Winifred.....	First assistant.....	East Cleveland Public Library
Saleski, Mary.....	Librarian, 125th Street branch	New York Public Library
<b>1905</b> Cruikshank, Alice D.....	Assistant cataloger.....	Ohio State University Library, Columbus
<b>1906</b> Dinsmoor, Kate E.....	Librarian.....	Polytechnic Institute Library, Kansas City, Mo.
<b>1907</b> Steffa, Julia.....	Librarian.....	Ventura County (Cal.) Free Library
<b>1908</b> Marquand, Fanny E.....	Cataloger, reference catalog section.....	New York Public Library
Rush, Charles E.....	Librarian.....	Des Moines (Iowa) Public Library
<b>1909</b> Wheeler, Joseph L.....	Librarian.....	Reuben McMillan Free Library, Youngstown, Ohio
<b>1910</b> Blasl, Henrietta M.....	Secretary to superintendent...	Orthopedic Hospital, New York, N. Y.
Cunningham, Jesse.....	Librarian.....	St Joseph (Mo.) Public Library
<b>1911</b> Topping, Elizabeth R....	Librarian.....	Everett (Wash.) Public Library
<b>1912</b> Allen, Amy.....	Organizer.....	Ohio State Library
Bundy, Irving R.....	Librarian.....	First District Normal School Library, Kirksville, Mo.
Hamilton, William J.....	Assistant librarian.....	District of Columbia Public Library, Washington
Hill, Grace.....	In charge, catalog department	Kansas City (Mo.) Public Library
<b>1913</b> Berry, Ethel I.....	Librarian, Franklin branch....	Minneapolis Public Library
Bliss, Leslie E.....	Assistant cataloger.....	Mr Henry E. Huntington's private library, New York, N. Y.
Daniells, William N.....	Librarian.....	Agricultural and Mechanical College of Texas, College Station
Grout, Edith N.....	Assistant.....	Minneapolis Public Library
Thompson, Elizabeth H..	Cataloger.....	Trinity College Library, Hartford, Conn.
Wheeler, Harold L.....	Librarian.....	Missouri School of Mines and Metallurgy, Rolla
Willard, Ruth M.....	First assistant, 36th Street branch.....	Minneapolis Public Library

## Positions filled October 1, 1915-July 30, 1916 (concluded)

CLASS AND NAME	POSITION	INSTITUTION AND PLACE (UNLESS IMPLIED)
<b>1914</b>		
Cowley, Amy.....	In charge, Traveling libraries department.....	Minnesota Public Library Commission, St Paul
Hvistendahl, Hans G....	Library assistant.....	Central statistical bureau, Christiania, Norway
Lowry, Elizabeth.....	Librarian.....	Idaho Falls Public Library
Schaanning, Maja.....	Librarian.....	Drammen (Norway) Public Library
Scripture, Bessie B.....	Librarian.....	East High School Library, Minneapolis
Siemann P. V. L.....	Special library organizer, Danish Red Cross.....	Copenhagen, Denmark
<b>1915</b>		
Allison, Gladys B.....	Children's librarian.....	Houston (Tex.) Public Library
Broomell, Ellyn C.....	Assistant librarian.....	Armour Institute of Technology, Chicago
Colwell, Emily K.....	Assistant.....	Ohio State Library
Furbeck, Mary E.....	Assistant, legislative reference section.....	New York State Library
James, Helen C.....	Cataloger.....	Forbes Library, Northampton, Mass.
Lawson, Mildred.....	Assistant, book selection section.....	New York State Library
McCullough, Ruth D....	Cataloger, reference catalog section.....	New York Public Library
Martin, Mamie R.....	Librarian.....	Hancock (Mich.) Public School Library
		Clinton (Ind.) Public Library
<b>1916</b>		
Beatty, M. Irene.....	Assistant, Lawrenceville branch.....	Carnegie Library, Pittsburgh
Brown, Ruth L.....	Assistant.....	New York State Library School
Dart, Izella M.....	Assistant.....	Lake Erie College Library, Painesville, O.
Emerson, Ralf P.....	Executive secretary to the librarian.....	Carnegie Library, Pittsburgh
Graanis, Edith E.....	Librarian.....	Buhl (Minn.) High School Library
Grenside, Adelaide H....	Assistant, central lending department.....	Carnegie Library, Pittsburgh
Price, Marian.....	Librarian.....	Carnegie Free Library, McKeesport, Pa.
Retvedt, Ragnhild.....	Assistant.....	Drammen (Norway) Public Library
Webb, William.....	Sublibrarian, legislative reference section.....	New York State Library
Wilkie, Florence.....	Assistant.....	U. S. Bureau of Mines Library, Washington
<b>1917</b>		
Betz, Esther.....	Assistant.....	University of Michigan Library, Ann Arbor
Browning, Earl W.....	Chief, applied science department.....	St Louis Public Library
Davis, Earl H.....	Legislative reference librarian.....	North Dakota State Library Commission, Bismarck
Dick, Grace I.....	Assistant, Bushwick branch.....	Brooklyn Public Library
Domaas, Odine.....	Assistant.....	Technical High School Library, Trondhjem, Norway
Miller, Wharton.....	Assistant librarian.....	Syracuse (N. Y.) Public Library
Mulheron, Anne M.....	Head, order department.....	Los Angeles (Cal.) Public Library

## Temporary positions reported October 1, 1915-July 30, 1916

CLASS AND NAME	POSITION	INSTITUTION AND PLACE (UNLESS IMPLIED)
<sup>1889</sup> Clarke, Edith E.....	Instructor, winter library course.....	Riverside (Cal.) Public Library
<sup>1894</sup> Hawes, Clara S.....	Cataloger.....	Wayne County Medical Society Library, Detroit, Mich.
<sup>1895</sup> Bullock, Edna D.....	Organizer.....	North Carolina Legislative Refer- ence Library, Raleigh
Cone, Jessica G.....	Assistant.....	Goodwyn Institute Library, Mem- phis, Tenn.
Stanley, Harriet H.....	Assistant.....	Utica (N. Y.) Public Library
<sup>1901</sup> Vought, Sabra W.....	Assistant, Educational Ex- tension Division.....	The University of the State of New York
	Instructor, summer session....	New York State Library School
<sup>1902</sup> Crampton, Susan C.....	Instructor, summer library school.....	Simmons College, Boston
<sup>1903</sup> Haseltine, Alice I.....	Instructor, summer library school.....	University of Missouri, Columbia
Wyer, Malcolm G.....	Director, summer library school.....	State University of Iowa, Iowa City
<sup>1905</sup> Vogleson, Helen E.....	Acting librarian.....	Inyo County Library, Independence, Cal.
<sup>1908</sup> McGirr, Alice T.....	Acting librarian.....	University of Pittsburgh Library
Shaver, Mary M.....	Instructor, summer library school.....	Chautauqua, N. Y.
<sup>1912</sup> Holmes, Florence I.....	Cataloger.....	Kingston (N. Y.) City Library
Watts, Blanche V.....	Secretary and reviser, summer library school.....	State University of Iowa, Iowa City
<sup>1914</sup> Scripture, Bessie B.....	Instructor, summer library school.....	University of Minnesota, Min- neapolis
<sup>1915</sup> Bailey, Beulah.....	Cataloger.....	Forbes Library, Northampton, Mass.
Smith, Alfred A.....	Assistant, Danish Red Cross Libraries.....	Copenhagen, Denmark
Wallace, Ruth.....	Instructor, summer library school.....	Chautauqua, N. Y.
<sup>1916</sup> Edwards, Edith.....	Assistant, Webster branch....	New York Public Library
Lancefield, Hilda M.....	Cataloger.....	Portland (Ore.) Library Associa- tion
Laws, Helen M.....	Assistant.....	New York State Library
Quigley, Margery C.....	Instructor, summer library school.....	University of Missouri, Columbia
Winalow, Amy.....	Assistant, Educational Ex- tension Division.....	The University of the State of New York
<sup>1917</sup> Blessing, Arthur R.....	Assistant.....	Cornell University Library, Ithaca
Cannon, Carl L.....	Assistant.....	Newark (N. J.) Free Public Library
Hodgson, James L.....	Cataloger, reference catalog section.....	New York Public Library
O'Sullivan, Mary I.....	Cataloger, reference catalog section.....	New York Public Library
Pope, Mildred H.....	Assistant, central circulation department.....	New York Public Library

**New York State Library School Association.** The annual meeting of the New York State Library School Association was held at the New Monterey, Asbury Park, N. J., on the evening of June 28, 1916. One hundred sixteen former students were at the dinner preceding the business meeting. Upwards of 150 were in attendance at the conference. In the absence of the president and both vice presidents, Harriet R. Peck '04, secretary-treasurer, presided. A lengthy letter from the president, Carl P. P. Vitz, was read and brief addresses were made by the Director and the Vice Director, and by Anna G. Hall '16 and Carl L. Cannon '17. A grant of \$50 for entertainment purposes at the school was made.

The following officers were elected for 1916-17: *President*, Mary Casamajor '01, branch librarian, Prospect Branch, Brooklyn Public Library; *1st vice president*, Chalmers Hadley '06, librarian, Denver (Col.) Public Library; *2d vice president*, Raymond L. Walkley '13, assistant librarian, Minneapolis (Minn.) Public Library; *secretary-treasurer*, Harriet R. Peck '04, librarian, Rensselaer Polytechnic Institute, Troy, N. Y. *Member of advisory committee* (3 years), Isadore G. Mudge, reference librarian, Columbia University; *Executive committee*, Alice A. Blanchard '05, supervisor of work with schools and children, Free Public Library, Newark, N. J.; Sophie K. Hiss '06, head cataloger, Cleveland (Ohio) Public Library; Henry N. Sanborn '13, secretary, Indiana Public Library Commission.

**Necrology.** But one death among former students has been reported since September 30, 1915. Henrietta St Barbe Brooks, 1894-95, librarian of Wellesley College, died March 16, 1916. An appreciation of Miss Brooks's work may be found in the *Library Journal* for May 1916 (p. 326).

Forty-five former students have died. A full list to 1912 may be found in the *Register of the school, 1887-1911* (L. S. Bul. 31). Later deaths are recorded in the annual reports of the school.

**Gifts.** During the year the following gifts, in addition to many books, pamphlets and other material for the alumni collection and the school's working collection, were received:

From the New York State Library School Association: \$50 for entertainment purposes

From the class of 1888: \$30

From the class of 1914: An additional gift of silver sugar tongs and lemon fork

From the class of 1916: large copper electrolier with silk shade and leather mat

From Walter S. Briscoe: 1564 bookplates (see below).

From S. A. Greenwood, Winchendon, Mass.: 125 post card pictures of libraries given as a memorial to his wife, Mrs Sibyl Browning Greenwood.

### NOTES AND COMMENTS

**Changes in the school calendar.** At the request of the faculty the Regents of The University of the State of New York have adopted the following rule (section 543 of the Regents Rules):

*School year.* The school year begins the third Wednesday in September and ends the third Friday in June and will be a continuous session (including supervised visits to and practice in libraries) of five days each week, exclusive of legal holidays and a Christmas recess.

This change in the dates of opening and closing brings the school year more in accord with that of other professional schools. The earlier opening will permit more instruction to be given before the regular month of practice work and will be of advantage in other ways.

**Bookplate collection.** This collection which was incidentally begun as one of the by-products of the 1911 fire has grown to number more than 5100 examples of bookplates of many countries and periods. The emphasis is naturally placed on American plates and many fine examples highly prized by collectors are included. The plates are carefully mounted and filed by artist or owner with cross-references and are indexed to some extent by subject. No fund is available for purchasing plates, but donations from students and other friends of the school have been liberal. Miss Mary L. Sutliff has given nearly 750 plates and a number of books and pamphlets on *ex libris*. Another gift was received from Mr Walter S. Biscoe in December 1915. This included, in addition to the memorial volume to E. D. French and 36 *ex libris* pamphlets, 1564 bookplates, chiefly from the noted collection of Henry Blackwell, including 392 early American plates, 77 by E. D. French and many others by notable designers. The collection of books on *ex libris* is unusually good. An index of owners, artists and mottoes, covering the illustrations in the printed books, is being prepared by Mr Biscoe. This now includes about 5500 cards and indexes 50 volumes. Many exhibitions have been arranged and much interest in the subject shown both by the students and visitors to the school.



